University of Alaska Southeast
Teaching, Learning, and Technology Roundtable
October 26, 2007

Meeting Minutes

Present:

Colleen McKenna	Phone: Susie Feero, Sitka
Marsha Gladhart	Jill Hanson, Sitka
Anselm Staack	
Alice Teersteg	
Grant Rich	
Elisa Tomlinson	
John Bilderbeck	
Robbie Stell	

1. Approval of Minutes: Minutes were approved
2. Proposed New Mission Statement:
   Susie pointed out that the word "regional" had not been included in the new version of the purpose statement. The group agreed to approve the purpose statement with the inclusion of that word. The purpose now reads.

The Regional Teaching, Learning, and Technology Roundtable (TLTR) brings together faculty, staff, and students in order to make informed decisions, sustain collaborative change, and develop better strategies for using technology to improve teaching and learning. The TLTR serves in an advisory capacity to the Provost on a regular basis, e.g., on new faculty development initiatives, internal grants programs, and budgets that affect resources and/or support services available to improve teaching and learning with technology.

3. Discussion of survey results. Marsha distributed the items that were rated as having top priority. Each member shared how their unit had responded or had yet to respond to the priority survey.   Much discussion was held over the first item. "Automate electronic notice to all students at time of registration with orientation info including relevant training resource links to address general start up procedures…."

Discussion focused on how technology could be used to improve communication with students to better prepare them for their UAS classes. We all agreed that the current situation required instructors to spend a lot of time on the telephone tracking down students. How can technology be used to reduce the number of contacts instructors are required to make to get students started in their classes? Which unit should we be working with to explore using technology to improve this start up? The Registrar and Student Resource Center? John suggested a check list could be posted that listed what student skills needed to succeed in their classes. Elise noted that we've been talking

about centralization of information for all distance students and the need to streamline and standardize so all students get the same information readily.

Anselm described difficulties that arise when students can't get their textbooks in a timely manner. He has had some luck with getting publishers to post the first several chapters online until students could receive their textbooks. Marsha said she is using ebrary more to avoid problems students have with purchasing textbooks. Elise explained how ebrary works and that textbooks are not often found on ebrary but other resources might be available that would work.

John asked if this is a pedagogical issue and that tips like we were discussing might be handled in faculty development. It was noted that faculty development seminars are not well attended in spite of the facilitator's hard work to make the sessions available and relevant. We discussed several ways to use faculty development to share tips and instructional support. Should we start up brown bag lunches again? Should we do another presentation at the winter convocation like last year? John noted that faculty teaching faculty is a good strategy. He described an Academic technology specialist position that capitalized on an experienced faculty member who could support faculty in developing instruction using technology. Robbie explained that UAS is now working on a position that will coordinate some of these efforts.

Elise brought up the idea of adding faculty member's experience in their profiles so that a repository of mentors could be developed and faculty could seek help from other faculty members. Robbie noted that serving as a mentor would be a good addition to a faculty member's tenure and promotion review.

John asked if there currently exists a central Web site for faculty development—one place we could go for all instructional resources. Other sites could be linked to that central Web site such as Barney's help page and the Help desk page.

Robbie warned us that we need to avoid reinventing the wheel and need to better use the resources that we have. We agreed that we have a lot of resources available but we need to make them more available and usable. Susie volunteered the Instructional Design Group to transition the Sitka model into a regional tool for all UAS campuses.

We discussed the problem of getting faculty together for faculty development. Robbie said she would discuss with the deans the possibility of scheduling all unit meetings in the same time slot to free up time that faculty would be available for faculty development sessions.

If we have brown bag or other face-to-face sessions, how would Sitka and Ketchikan be involved? Susie said that Elluminate should work well. Marsha affirmed that she wants to use Elluminate for TLTR meetings in the future.

Elise summarized that we all have a piece of the puzzle and that maybe setting up working groups around some of these issues would be one way of handling our

recommendation. The working groups could explore which units were currently dealing with the issues and follow up on our recommendations. The group agreed to work together at the November meeting to identify working groups and their focus. Then the spring semester could be used to put those working groups into action.

4. The meeting adjourned at 12:10 pm. Marsha apologized to audio conferencing participants for the faulty equipment in getting started with the meeting.

Minutes recorded by Marsha Gladhart
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My apologies to Matt Olsen for leaving him off the list of members attending the October TLTR meeting.

Marsha Gladhart