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University of Alaska Southeast
Teaching, Learning, & Technology Roundtable (TLTR)

Meeting Minutes
Thursday, November 8, 2012   8:00 – 9:30 AM
Chancellor's Conference Room
Toll-free number: 800-893-8850
Participant PIN: 8955736

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Lee Graham is taking minutes for Carol Hedlin

Participants: Tony Martin, Kim Schulte co-chairs; Jason Amundson, Alex Calkins, Marnie Chapman, Susie Feero, Lee Graham, Maren Haavig, Jill Hanson, Kevin Hurtley, Gail Klein, Jon Martin, Dale Miller, Wendy Miles, Sara Minton, Maureen O'Halloran, Hildegard Sellner, Michael Ciri, Claire Bennett

Change to minutes: Maureen was not in attendance at the last meeting. Kevin sent in an edit. Rob was in attendance at the last meeting. Minutes adopted with changes.

Mike Ciri is covering the Instructional Technologies piece for Mark Thompson this week.

Maureen and Kim attended the Quality Matters Conference. The following updates were provided:

Maureen shared: Sitka is a member of QM. It is currently a non-profit associated with University of Maryland online. The rubric focuses on agreements of best practices. The association of Sitka with QM means that courses can be provided with a QM stamp. There is a process outlined by QM for certification which focuses on 3 reviewers, with one being a reviewer from outside of the institution. 37 individual criteria which are associated with point values. In order to be certified you must pass all 3 point criteria and then pass 85% (make sure) of the criteria. Many member institutions aren't doing full formal reviews; however they are using the rubric and training materials but are going through a more informal process. Emphasis for the review is on feedback and suggestions for improvement. It is a developmental process. Much of the emphasis on the review focuses on the course website.

Criteria:
1. Overview and Introduction
2. Learning Objectives (observable and measurable)
3. Assessment and Measurement
4. Instructional Materials
5. Learner Interaction and Engagement
6. Course Technology
7. Learner Support
8. Accessibility

Expectation of alignment: all standards, assessments, instructional materials and interactions are aligned with the objectives.

Different institutions use this tool in different ways. Many are developing course templates that meet these criteria.

Conference was co-sponsored by Merlot. Merlot is a great place to find online resources for both faculty and students.

Kimberly shared: Excelsior uses a 6 month course development process with instructional designers and content experts working together. Some universities give a stipend for the syllabus meeting the rubric standards. A small cohort of faculty are interested in starting with the QM Rubrics.

Discussion centered on the usefulness of a template for faculty, the need to avoid canned courses, the evolving nature of online teaching and learning pedagogy, and faculty who wish to take advantage of the Quality Matters. In addition, we discussed the nature of rubrics and complications with scoring rubrics.

Committee recommendation: Provide the opportunity for a focus group made up of maximum of 8-10 faculty (preferably with multiple representatives from each campus and school) plus instructional design and appropriate faculty support staff to use the QM Rubric and some aspects of the process with their courses, and determine how useful they feel this tool may be. Perhaps members of this committee might attend the regional Quality Matters conference in April in Vancouver, WA. This group will also work with IT to incorporate common resources into the course shells. Michael Ciri should be included in the group as a resource person. The focus group will draft a recommendation report to be provided to the committee prior to the first of May. Members of the focus group who are on TLTR will provide ongoing updates to the committee.

Tony suggests that Kimberly assemble a group of faculty and staff to enact this recommendation. The Provost might send out a memo that anyone who is interested in participating on the committee. Kimberly will be the primary contact to organize the forum. In addition TLTR will go back to their units to share this information.

Over the Christmas break, Blackboard will be upgraded from service patch 7 to 9. There will be minor changes to the interface; there is little difference between the current interface and the upcoming one.

Michael Ciri shared that UAS provided the technology to Anchorage and Fairbanks so that they can have single sign on between their two systems.

It was noted that Virtual Desktop login times were slow at the last TLTR Meeting. Michael Ciri Reports that the Virtual Desktop login times have sped up. Right now log in time is at 30 seconds.

Next meeting of TLTR will occur 9AM Thursday, Dec 6.

Maureen is looking for volunteers to try out Adobe Connect as a possible replacement for Elluminate. Particularly she would like to talk with people who experience low bandwidth connections and people who have used Elluminate in the past.