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

DRAFT Meeting Minutes
Thursday, September 13, 2012

Chancellor's Conference Room
2:00 – 3:30 PM

Toll free number: 800-893-8850
Participant PIN: 8955736

1. Call to Order
   Tony Martin called the meeting to order. Participants introduced themselves.

2. Verification of current TLTR member list
   Participants: Tony Martin, Kim Schulte co-chairs; Jason Amundson, Rob Billideau, Lee Graham, Marnie Chapman, Susie Feero, Maren Haavig, Jill Hanson, Carol Hedlin, Kevin Hurtley, Jon Martin, Wendy Miles, Dale Miller, Sara Minton, Maureen O'Halloran, Hildegard Sellner, Mark Thompson
   Other members: Clare Bennett in class. Out of town: Michael Ciri, Eric Keller (student rep), Wendy Miles

3. TLTR/Faculty Senate interface
   Jon Martin is on Faculty Senate as the Sitka-at-Large representative and will serve as liaison between TLTR and Faculty Senate. Student Government has indicated interest in TLTR.

4. Secretary appointment
   Carol Hedlin agreed to be secretary. In conversation subsequent to the meeting Lee Graham agreed to share the responsibility. Thank you, Lee!

5. ElluminateLive discussion:
   ElluminateLive (E-Live) web-conferencing will no longer be available by Fall 2013; Blackboard (BB) Collaborate is a potential replacement. Maureen says it works a lot like E-Live; UAS will switch to BB servers by Fall 2013. It is not clear the current E-Live recordings will transfer to BB Collaborate or another alternative. A BB Collaborate demo is needed and can also be done online as a webinar if face-to-face training is not possible. There are concerns regarding retrieval of course content on E-Live. TLTR can contribute to identifying and implementing solutions to these transfer issues, and evaluating options for re-recording and archiving this information in conjunction with IT and Media Services.

6. Provost encouragement for the 2012-13 committee – Rick Caulfield

   Provost Caulfield thanked the TLTR members for serving. He feels TLTR is an essential venue for teaching and learning topics and discussions. Technological changes are rapid, and UAS needs to keep up. Although UAS is known to stay close to the leading edge our progress is tempered by limited resources. Others look to UAS; TLTR can be instrumental in maintaining UAS currency. The mission, core themes and objectives of 2010-2017 Strategic and Assessment Plan are integrated with TLTR functions and essential to fulfilling our mission. TLTR is one way to show NWCCU how UAS is engaged in meeting these goals. Provost Caulfield appreciates Kim and Tony stepping up into leadership positions and the good representatives including all three campuses, faculty, students, and staff. He cited the web description for TLTR and complements all efforts toward a successful transition to BB that was almost seamless. There was great support from Michael and ITS team, and from Maureen; response from faculty overall has been good.

   What are the next steps? Provost Caulfield welcomes recommendations and is glad to attend meetings to hear proposals. Where are we headed? How do we ensure courses and technology are at the highest standards we can achieve. Provost Caulfield suggests TLTR review options to assess best practices, and the UAS position in comparison with national standards; Quality Matters is one example. Maureen and Kim will represent by at the QM conference in early October and return with information for substantive TLTR discussion on whether or not it QM relevance for UAS. If other issues arise Provost Caulfield asks that TLTR keep him informed; a focused working group perhaps or other support the Provost can provide.

   He supports continued professional development in this area; iTeach and is making additional funds available for teaching innovation in AY13 and thereafter. The Provost's Office initiated Academic Innovation mini-grants of $2000 this year. There is the Wilson Fund and department support for presentations; this is for pedagogical or teaching innovations in classroom, shop, or lab to fill a gap in professional development support we've had at UAS. What are the needs? Is there a speaker or presenter who can broaden our horizon? He mentioned some options for UAS among the speakers at the American Association of State Colleges & Universities (AASC&U) conference this summer. How can UAS build on our success in using technology to help students connect even more effectively?

7. Blackboard Transition, BB Collaborate

   Tony – AY12 focused on BB transition; he echoes the Provost's thanks to TLTR for their work this year, and last year's committee members, too. TLTR is progressive, and interested in learning. There are constant changes and will only continue. Provost Caulfield is looking ahead

– what is on the horizon, what and how are future developments relevant to UAS? How can we incorporate national best practices and apply them to UAS programs.

The Provost indicated that funding in past often reflected impression that legislature felt distance education did not apply to them, but technology increasingly applies in all/most classes and that there's common sense in building on technology. He referenced 'flipped' classrooms where the lecture is recorded and time in the classroom focuses on hands-on activities and engaging with the instructor. He noted the advantage of online tools regardless of delivery method.

Tony commented on the longer cycles of change in the past and the current pace of change as the cycles get increasingly shorter. Learn the latest and what's coming next will certainly be different; quoting Alvin Toffler he suggests we need to "learn, unlearn, and relearn"

8. Quality Matters
   Maureen described Quality Matters, a national organization with a universal rubric for evaluating online courses, as having a lot to offer but may not be the best approach for UAS. It is designed for non-synchronous online classes, not the adaptive, hybrid, both online and face-to-face instruction at UAS. Institutions join QM and courses must meet components of a specific rubric to get the QM stamp of approval (a logo appearing on the course site). It may not fit UAS directly but does represent extensive research and has reviewed best practices nationally. Maureen plans to attend workshops for instructional designers at the upcoming conference.

   Maureen mentioned the work of Title III folks in Sitka using a peer review process with less rigid application than QM approach and a focus on collaboration with feedback. Lee mentioned the best use she's seen of QM was as a peer review tool not as certification but for discussion. We could use the QM rubric as a prompt for faculty. What can Maureen advise, what has been effective, what can we all learn from recent work in Sitka?

   Tony spoke re QM and having standards for e-learning; goals and objectives documented, and evident on course site that there are student learning outcomes and assessments. The issue is mostly about pedagogy and using technology to meet those needs; course websites document learning strategies. After the QM conference TLTR will discuss how or whether QM might be adapted for UAS, its potential as a peer-review aid or the unofficial use of QM components. Lee interested in how other colleges and universities have adapted QM for their circumstances. Susie spoke of inviting faculty and support staff with knowledge of QM to join the discussion; Cheezem, Sitka Title III instructional designer was previously qualified w/ QM or look at the recent informal review of Graceland University. US Distance Learning standards are used

informally at Sitka. BB highlights some exemplary courses on their website – Kenai received an award last year – and we can also review Title III rubric already in use.

9. *RealPlayer* is not in current build
   Maureen reported that Real Player has been discontinued although it still works with plug-in. If not working, download plug-in; if this doesn't work contact Gloria Merry. ITS will have the most current information available. UAS is currently using *Flash* for recording online content. *Flash* is a wrapper for .mpeg4 to help users with Apple products. We're waiting for new html specifications for internet operators that include video files to most effectively replace RealPlayer. Mark reported on technologies in transition; Maureen and Kim will help get the word out.

   Marnie emphasized the clear need for communicating in advance to faculty on changes like this. Can TLTR help get this information out to faculty and departments regarding what changes are coming and when change-overs will occur? Lee also mentioned course videos on YouTube and concerns re retaining proprietary rights when placed in public domain, even if on private channel. We need to attend to copyright created in the classroom, and to getting waiver for students if their work is included.

10. TLTR student representative
    Eric Keller works in the Learning Center and will serve as TLTR student representative with support from TLC for his time at meetings.

11. Myth busting
    For example, at Convocation during the Faculty Alliance meeting Pres. Gamble said he doesn't like BB and wants to change it. Responding to statements like this is part of our job by sharing accurate information, providing context for comments and describing the circumstances more fully. On this topic several committee members reported that there will be a lot of input before anything changes. Moodle is not free as there are many hidden costs; there is nothing comparable to BB as they have bought up all their competitors. Susie, UAS representative on the Information Technology Executive Council (ITEC), indicated that it is highly unlikely anything will shift but we need talking points to help people feel secure the current choice. TLTR can help by being pro-active—bring information to groups, get answers if available, share information widely, and identify sources so announcements appear as widely as possible.

12. Time/date for next meeting
    8:00-9:30 AM, October 9, 2012

13. Adjourn