University of Alaska Southeast
Teaching, Learning, & Technology Roundtable (TLTR)
Meeting Minutes –September 26, 2016

Chancellor's Conference Room
10:30-12:00 PM

1. **Call to order** - Robin Gilcrist 1:05pm
   Attending: Co-chair Robin Gilcrist, Co-chair Kimberly Schulte, Maureen O'Halloran, Tim Power, Wendy Miles, Ann Spehar, Susie Feero, and Marnie Chapman

2. **Minutes**
   None from previous meeting.

3. **Membership and who is service members discussion:**
   The membership of the Regional TLTR will represent faculty, staff and students. Faculty will represent their departments, staff will represent their units and each campus' will have a representative. IT services should have a standing member on the committee. The Provost will select staff to serve on the Regional TLTR

   Maureen gave a brief overview of the status of completing the single instance of Blackboard. There have been some complications with migrating older course content such as videos into the new single instance, however the majority of the migration is going smoothly. The new test course shells should be completed in October for faculty to begin creating spring courses. In November it is expected that the true course shells will be ready for use. Any content created in the test shell can then be copied over to the permanent course website.

4. **Maureen suggest some agenda items for next meeting:**
   a. Maureen suggests that Mona Mametsuka be invited to our next TLTR meeting to give the status of the Blackboard migration. The IT website has updated information of the migration. https://www.alaska.edu/oit/sibl/

   b. Discussion on Course Site migration and Cody Bennett's email

5. **Next Meeting**
   a. **Strategic Pathways report**
   b. **Google Apps**

6. **Adjourn Robin Gilcrist adjourned the meeting at 11:30 am?**