

**DRAFT -- Minutes of the TLTR Meeting March 22, 2002 ELIB 211 10:30-12 noon**

**Members Present:**

Jonathan Anderson	Jamie Atkinson	Michael Ciri	Eve Dillingham
Mark Graves	Shirley Grubb	Steve Hamilton	Lisa Hoferkamp
Rebecca Moorman	Jeff Quick	Joseph Sears	Alice Tersteeg
Susan Warner			

**Members Absent:**

John Attebury	Jason Ohler
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**Guests:**

Karen Cummins	Robbie Stell
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1. Call to Order
  2. Additions or Changes to Agenda
  3. Approval of Minutes (2/22/02 and 3/1/02)
  4. E-Learning Conference
  5. Technology Forums
  6. Technology Report
  7. Media Survey
  8. Budget Update
  9. Special Projects - Vote
  10. Next Meeting
  11. Adjournment
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1. **Call to Order** – Meeting was called to order at 10:30 am by chair, Rebecca Moorman.
2. **Additions or Changes to Agenda** – none
3. **Minutes approved**– Shirley Grubb moved that the minutes be approved, once the list of attendees at the Special Meeting was corrected, and Steve Hamilton seconded the motion, which was passed without objection.
4. **E-Learning Conference** – An E-Learning conference in North Dakota is soliciting proposals. Deadline is April 30 for submissions. Rebecca will email interested parties the information.
5. **Technology Forums** – Rebecca was hoping we could still sponsor one or two more forums this semester. Joe has been looking for students willing to showcase technology projects. Michael has been planning to present his annual UAS Online Forum sometime this spring as well.
6. **Technology Report** – The first drafts of our “technology snapshot” documents were due today. We looked at the reports that were completed, and discussed some of the ways technology is used in teaching at UAS. Jonathan and Steve both require all written assignments to be turned in as word processing documents, and Steve uses the *Track Changes* feature to insert comments in students’ papers. Feedback from students indicates they like this model. We discussed what question the students should answer as their part of this project, and came up with the following: “How does technology help or hinder your success as a student?” Mark will informally survey students, and prepare an answer to this question.

We will consolidate these snapshots into one report, which this group could prepare annually. When we have finalized the document, we will post it on the TLTR web site. Faculty members who have not

yet submitted reports have until April 5, and student members have until April 12 to submit their reports. Michael and Rebecca will bring a “final” document to our meeting April 26.

7. **Media Survey**– An email was sent out to full and part time faculty on all 3 UAS campuses encouraging them to participate in a Media Services survey. As incentive, everyone who completed the survey was entered in a drawing for a \$100 *Amazon* gift certificate. The survey – prepared by Susan Warner, Jonathan Anderson, and Lynn Shepherd – was designed to determine what kinds of media technology and support services faculty will be needing in the coming years. The survey consisted of two parts, and Susan has compiled the results of the first part. [please see attachments for details] Susan thought the most interesting result was that 95% of the respondents want computers for IN-class instruction.
8. **Budget Update** – The budget situation is worse than we previously thought. When Michael, Rebecca, and Susan met with Robbie, none of us realized a \$40,000 error on the spreadsheet. Karen discovered the difference this week. After mea culpas and apologies all around, we moved on.
9. **Special Projects** – Given the budget situation, there really isn’t any special project money. The group is in agreement that we will set aside 5% of each year’s anticipated tech fee for special projects, and we will not get into this situation again. Rebecca will send letters to this spring’s applicants telling them we were unable to fund any special projects this year. However, some of the projects have come to successful conclusion anyway. We decided to incorporate the CD-Burner into next year’s infrastructure, Susan is working with the Radio Station folks to get up and running on existing equipment, and President’s Initiative funds were identified to purchase a computer for the Marine Tech Center’s automotive database station. Steve and Lisa volunteered to draft a new proposal submission form and to clarify the criteria applied to special project proposals. They will bring this to our next meeting.
10. **Next meeting** – April 26, 2002, 10:30am – 12:00pm, Lib211.
11. **Adjourned** at 12 noon.