

University of Alaska Southeast

TLTR Committee

Meeting Minutes

Friday, February 21, 2003

10:00 am – Noon

Novatney Conference Room

1. Call to Order.

2. Attendance: Shirley Grubb, Judy Mitchell, Joe Sears, Jennifer Brown, Lisa Hoferkamp, Steve Hamilton, Jonathan Anderson, Jason Ohler, Mike Ciri, Karen Cummins.

3. Several additions/modifications to made to the agenda:

Discussion on Faculty Senate - Faculty IT Committee and clarify misunderstandings of TLTR purpose. Steve to meet with Janet Dye, Faculty Senate Chair. Also, Jonathan is now part of Business Department, therefore no TLTR rep for Social Science department. Faculty Senate questioning role of TLTR. Clarifying role of TLTR and advising issues as Lisa reported her faculty group have issues with TLTR's purpose. TLTR is a "roundtable" and not a decision-making body except for the Special Projects fund. TLTR here at UAS is looked upon Statewide as a "model" for the other MAUs in it's role in managing the tech fee and ways of getting more input from faculty and students.

Discussion on Student Services, Social Sciences, and Web designer replacements. Robbie will be the one to fill these vacancies. Steve to email Robbie. David Klein is the new web designer, previously under Student Services. Now, this position is under Kevin Meyers and the Public Relations Office. The focus of this position is not necessarily on the current students here, but to the outside. Discussion of needing representatives from both departments to adequately represent varying views and interests. Migration of brochures to web to gain information. Departments differ as to how they advertise and update information. Good forum to maintain some gentle pressure on this position for a web site that has some sort of consistency in terms of functionality in navigation, not necessarily how it "looks". Another reason to have the webmaster, Dave Klein, on the TLTR committee. How much decision-making authority does this position have? Academic program pages being top priority. Departmental resources go into keeping and maintaining a quality, well-maintained site. Some departments, such as distance education, have a lot riding on this, so put a lot of time, effort and energy into their web page, as opposed to perhaps some other academic programs. Web Development Group responsible for making decisions and updates; Kevin and Dave responsible for general university information, and also a marketing group where there will be decisions made. Mass mailing going out and a certain percentage will go to the various websites to obtain more information. In this very narrow time frame, there is no time to re-do sites for the consistency, so potential students will be sent a CDROM that has good program information and will link to the program website.

How students get information is inconsistent from department to department, school to school, campus to campus. Maintain some gentle pressure for some web site for the UA that has some consistency. What would be the job duties of the web designer? What kind of decision-making does he have? Discussion of Web Development Group. Discussion on new people visiting web site. Strategic vision with consistent look and feel and update information. Keeps look and feel consistent and fresh. Can Marketing Dept. veto the program site as to what they want as opposed to what department/academic programs feel is necessary? Departments own their sites.

Have a strong guidance authority not necessarily a veto authority. Top level attention is needed. Top-down coordination. Invite Kevin Meyer to next TLTR meeting.

Another Addition to Agenda...have TLTR representative attend next Thursday's Video Conference Users Group and provide feedback to ATN as to what users needs, services etc.

4. **Review of Minutes:** Exception that usability study from Jennifer and Shirley to be postponed to later date. Minutes approved by Mike Ciri, seconded by Joe Sears.
5. **Budget:** On track Have a little more revenue and help desk payroll continues to increase as expected. TLTR funds carry forward. Since admin does not like carry forward on books, we would "forward purchase". We would be purchasing some of next year's infrastructure purchases this year. Past several years there has been little or no proposals in the budget for instructional equipment.
6. **Special Projects:** had 3 other parties and for whatever reason they elected not to apply. Received 1 proposal. Only one proposal we can deal with it as a group or give to committee. Item proposed is already available at Juneau Public Library. Not available to distance students and not brought up in proposal. No students in attendance at TLTR meeting today. Is there something we can build into the evaluation criteria that says about on-going funding. On going funding options identified. Motion made by Mike that student that submitted proposal needs to sit down with Library Director, Carol Hedlin, and it would not be proper for TLTR to approve something that would impact the library. Need to get library support. Steve will email the student and direct her to coordinate with Carol and Jennifer to obtain library endorsement and still under active consideration. Friendly amendment seconded by Jonathan.
7. **E-Portfolios:** direction to look into E-portfolios, talk to faculty groups, see values, etc. English Dept currently using paper portfolios and using faculty evaluation of student progress. One barrier for students is just one more thing they need to do. They would like to engage this to some non-paper format to take with them and send around. Faculty enthusiastic about this, but not students. Business faculty to see it as a student tool in 3rd-4th year. Reluctant to use as evaluation tool. Laws would use for legal research. Environmental Science has a portfolio requirement. Cathy Conner and Brian Blitz in Math department need to be contacted. TLTR to put together a list of requirements that the faculty/students want? UASOnline tailor-made to the needs of the faculty – repeat with portfolio system. Where do we go to the next step to develop this? Archive place to store writing works, resumes, etc. What are important to the various faculty/student groups to be consistent? Recommend to see what is out there now.
8. Next meeting is **March 21 10:30-12 Novatney Conference Room NB 102**
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