

DRAFT – Minutes of the TLTR Meeting – Friday, Sept. 14, 2001 – ELIB 211 – 10:30-12

Members Present:

Jamie Atkinson	Jonathan Anderson	Michael Ciri
Mark Graves	Shirley Grubb	Steve Hamilton
Lisa Hoferkamp	Rebecca Moorman	Joe Sears
Alice Tersteeg	Susan Warner	

Members Absent:

John Attebury	Steve Johnson
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Guest:

Karen Cummins

Meeting Agenda:

1. Call to Order
 2. Additions or Changes to Agenda
 3. Approval of Minutes (4/20/01)
 4. Introductions
 5. Goals for this year
 6. Academic Support Group
 7. Budget Update
 8. Technology Forums
 9. Software Licensing
 10. Special Projects
 - Deadline dates
 - Promotion
 - Appointment of Review Committee
 11. Meeting Schedule / Next Meeting
 12. Adjournment
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1. **Call to Order** – Meeting was called to order at 10:35 AM by chair, Rebecca Moorman.
2. **Approval of Agenda** and no additional items were added.
3. **Approval of Minutes** from April 20, 2001 meeting. Steve H. moved to accept the meeting minutes and Shirley seconded.
4. **Introductions** of the Teaching Learning and Technology Roundtable.
5. **Goals for this Year:** The TLTR was formed to look at teaching and learning and how technology fits into this process. The Juneau TLTR developed the technology fee at UAS, and the group is charged with determining how these funds are used. Other areas to focus on this year include technology forums, where we can showcase uses of technology in teaching or learning, and the Center for Instructional Design and Delivery, a Media Services project. The point was made that the TLTR should devote more time to substantial issues rather than focus on the details of low cost projects.
6. **Academic Support Group:** A new group on campus is meeting on a regular basis to address academic support issues, and is made up of the Dean of Faculty, the Department Chairs, and staff from Media Services, the Learning Center, Egan Library, and Computing Services. The support departments will be presenting a Faculty Forum on Friday, Sept. 28, showing faculty what services and opportunities are available, in Library 105 from 3-5 pm [the forum was rescheduled to 10/12/01]. The presentations are a mechanism to ensure that support departments are expending efforts that mesh with what faculty need. To encourage attendance, a flyer identifying what will be demonstrated would be helpful to faculty. Representatives from Computing and the Library are also attending departmental faculty meetings to determine needs of different departments. The TLTR and the Academic Support Group (ASG) are not in competition with each other, but will work in concert.

TLTR exists to deal with broader issues related to teaching and learning and technology, while the ASG is dealing with more “nitty-gritty” issues such as software licensing and specific needs of academic programs. It was suggested that a forum be held for students showcasing what’s new in Computing, Media, and Library resources.

7. **Budget Update:** The Tech Fee FY02 budget was set at \$145,000, which is the anticipated revenue from the fee this year. \$145,000 with a 5% increase in revenue might be closer to reality, based on registration figures. This would mean funds available for special projects would be about \$7,250 for the year. A spreadsheet was distributed to detail expenditures so far this year. Four additional laptops for student checkout were purchased at the end of FY01. Lab rotations are finished. The classroom projector rotation plan has been put on hold. The current demand for projectors in classrooms is one important issue, as is the need to determine rooms with high demand. Should the Tech Fee pay for all projectors? The academic departments need to determine the long term technology needs of the campus, so that the ongoing operating budget of the campus can support what technology is in classrooms. TLTR can then continue to support information technology equipment maintenance, rotation, and replacement. Facilities Planning and Construction staff will be invited to the next TLTR meeting to discuss infrastructure plans for the new classroom wing.
8. **Technology Forums:** The group brainstormed about Technology Forums to present this year, including a Library/Media/Computing forum for students (would fold in the Digital Media Services forum that Susan has been offering to present). A forum by Steve Johnson on his courses on CDs. A forum on new degree program possibilities. A forum showing student projects would be popular. An Employer Forum showcasing how technological skills are applied in the workplace (i.e., GIS, microbiology). A forum on UAS Online. A forum to showcase innovative work of faculty.
9. **Software Licensing:** Michael C. talked about new software tools available to faculty. Initiative funding allows faculty to get web development tools on their desktops: Dream Weaver, Acrobat, PhotoShop, etc. Software has been purchased with several hundred licenses system wide, and now Michael is working on getting some of the media here to Juneau, so UAS users won’t have to access programs stored on a server in Fairbanks. Vendors pay close attention to software licensing these days, so we need to convince Fairbanks that UAS has a management process in place which ensures that we comply with software licenses.
10. **Special Projects:** October 5 will be the deadline for Tech Fee Proposals for Fall 2001. Question raised as to why there is a need for a second reading, especially for small projects, after the committee and the whole TLTR has already made a decision. The group agreed to try having one reading and a vote on project funding. If, however, issues arise that the group would like answered before voting, then we will return to the first- and second-reading protocol. There will be about \$4,000 available for the Fall round of special projects. The Proposal Review Committee was appointed: Steve Hamilton and Lisa Hoferkamp representing faculty, and Jamie Atkinson and Emily Wescott representing students. Karen Cummins will receive and compile proposals and distribute them to this committee, who will bring their recommendations to the TLTR October 19. Copies of proposals will also go to Susan Warner and Michael Ciri, for technical feedback. Promotional flyers will be posted around campus, and notices will be sent out to all faculty announcing the Tech Fee Proposal Deadline. The submission form will be adjusted to request letters of faculty support.
11. **Meeting Schedule/Next Meeting:** Time for these meetings on Friday from 10:30-12 was discussed as being a good time. Next meeting is scheduled for Friday, October 19 from 10:30-12, putting Facilities and Planning first on the agenda.
12. **Adjournment:** meeting adjourned at 11:54.