

TLTR Minutes for January 25, 2008

Attendees: Susie Feero, Marsha Gladhart, Colleen McKenna, Grant Rich, Joseph Sears, Jeremy Johnson, Michael Ciri, Patti DeAngelis, Elise Tomlinson, Barney Norwich, Anselm Stack, John Bilderbeck, Jill Hanson, Denise Blankenship.

1. Semester schedule overview (Marsha)
2. Study Group appointments and charges (All)
3. Recommendations from Spring 2007 Retreat related to study groups.

Group 1. Effective and consistent tools for student support.

Members: **Joseph**, Patti, Stephanie, Anselm, Jill (Group facilitators in bold type)

- Automate electronic notice to all students at time of registration with orientation info including relevant training resource links to address general start up procedures (for example, account access, logging in to UAS Online, importance of and how to link into UAS email, workspace/file storage, tips for success, help contact info, others?). Require students to respond.
- Investigate the Ketchikan student success model
- Investigate communication tools for advisors and students to communicate more effectively.
- Establish monitoring mechanism for non-responsive students for immediate contact by support personnel.

Group 2. Seamless and Error Free IT Tools/Resources

Members: Susie, **Matt O.**, Marnie

Have a presentation at convocation showcasing fellow faculty use of tools to discuss best practices about the different tools (Instructional Design team will organize)

Group 3. Learning Objects

Members: Elise, Grant, Colleen, Matt H., John, **Barney**

Recommend that the IDWG create a Learning Object Repository for UAS faculty, staff and students that are general to more than one class and specific to UAS needs. Create a working prototype for the Fall semester. One of the benefits of this project is to create a collaborative environment for faculty and staff.

From Recommendation #1: * Phase in a database of instructional tools being used throughout UAS to reduce time on non-content learning

Group 4. Classroom Instructional Technologies

Members: Michael, Denise, **Marsha**, Alice

Provide documentation with equipment including troubleshooting.