

UNC TLT Collaborative
Board Meeting Minutes

September 19, 2002
10:00am -3:00pm
Winston-Salem State University

Present:

Board Members

Joyce Williams-Green (WSSU), Co-chair
Sandra Huskamp (ECU), Co-chair
Steven Breiner (ASU)
Derrick Wilkins (ECSU)
Arasu (Nick) Ganesan (FSU)
Margaret Mertz (NCSA)
Tamrat Mereba (proxy for Dr. Rodney Harrigan) (NC A&T)
Sharon Pitt (NCSU)
Kathy Thomas (proxy for John Oberlin) (UNC-CH)
Ray Purdom (UNCG)
Tom Jackson (UNCP)
Beverly Vagnerini (UNCW)
Benjamin M. Coulter (WCU)

TLTC Staff

Hilarie Nickerson
Laura Rogers
Frank Prochaska

Ex Officio Board Members

Mary Reichel (ULAC)

Other

Henry Schaffer (NCSU)

Absent:

Brenda Shaw (NCCU)
Kern Parker (UNCA)
Sallie Ives (UNCC)
Robyn Render (OP-IR)
Betsy Brown (OP-AA)
George Conklin (UNC Faculty Assembly)

Joyce Williams-Green called the meeting to order at 10:05 AM

Initial business

- Joyce and Sandra thanked the Board for electing them co-chairs
- Frank thanked Ray for his significant contributions to the Board as Board Chair
- A motion was made to approve minutes for June 21 Board meeting as they stand. The motion carried.

Election of Vice Chair and Secretary

- Sharon distributed ballots to the Board members
- Frank confirmed that one proxy vote had been submitted by Sallie Ives
- There was a tie for Vice Chair between Margaret and Ray. Ray withdrew, so Margaret Mertz is Vice Chair of the board.
- Kathy Thomas was elected Secretary

Election of Standing Committee Memberships

Finance Committee:

- Frank reviewed the by-laws for standing committees
- Finance Committee (elected annually, Vice Chair of Board chairs the Finance Committee)
- The elected Finance Committee is: Margaret Mertz (Chair), Ray Purdom and Derrick Wilkins

By-laws Committee:

- By-laws committee (two-year appointment, Brenda and Betsy can continue to second year, need one replacement. The members will elect Chair)
- Ben Coulter was elected to serve with Brenda and Betsy
- The By-laws committee is: Ben Coulter, Brenda Shaw and Betsy Brown

Planning:

- Planning committee (two-year appointment; Steve, Tom, and Henry can continue to second year; need two additional members. The members will elect chair.)
- The two Board members elected to serve on the Planning Committee are Sallie Ives and Kern Parker
- The Planning committee is: Steve Breiner, Tom Jackson, Henry Schaffer, Sallie Ives and Kern Parker

Confirm Board Meeting Dates for Fall 2002

Frank reserved these dates for video conference meetings

- Oct 9, 2-4pm (Strategic planning)
- Oct 23, 2-4pm (Board business)
- Nov 13, 2-4pm
- Dec 11, 2-4pm

Executive Director Report

Budget:

- When Frank last talked with Robyn regarding the TLTC budget, outlook was good, but the situation could change. There is uncertainty regarding how the turn-down of the lottery will affect our budget.
- Robyn thinks the fourth vacant TLTC position is not on the table to be cut
- The Operating budget may be cut 5-10%
- Two expenditures have been initiated on Frank's approval after discussion with Joyce, Sandra, and Margaret.
 - Contracting with Alphanumeric for 60% Todor Lilov's time for July-Dec. at the current rate of \$32,600 for web programming support, primarily for the Portal.
 - Portal Oversight Committee should discuss support needs for after December.
 - Georgette Shepherd is being rehired by Robyn. TLTC will buy 200 hours of her time to provide research and writing/editing support for Collaborative at \$12,000.
- Frank distributed draft of Annual Report. Board to email comments to Frank. TLTC staff will draft final copy.

TLTC gaining exposure:

- Frank doing keynote address at EdTech meeting next week.
- Frank was asked to serve on EDUCAUSE 2003 Southeast regional conference program committee.
- Frank sat on a panel representing UNC at an e-Learning Summit sponsored by RIAA.

UNC system e-learning initiative is quiet right now, nothing new to report.

Alliance Report

Tom Jackson reported:

- Alliance working with SCT to begin Banner implementation
 - High level planning currently
 - Members charged to go back to their campus for input on implementation sequence: Finance, Student, Alumni
 - Order is important due to the number of interfaces that need to be built
 - Working with SCT to schedule business process analysis training to be implemented in October
- Implementation of Banner software will likely begin next summer or fall
 - 13 campuses will implement Banner
 - Might be a 5-8 year total process
- Pricing discussions with Sun and Oracle are underway
- Alliance purchased licenses for Banner this year, pay maintenance in arrears
- Alliance negotiating with vendor to sell the rights to the Prospective Student Portal

- Datamart: will be built/used for system wide reporting. Data fed into it in a consistent way. Data will be cleaned and will be consistent across campuses.
- Chapel Hill is in the process of building a datamart, other schools are evaluating it. Financial data initially, then later on it will include student data. Allow OP ease of reporting campus data.
- Margaret reminded us of the past joint meeting that we held with the Alliance, questioned if another joint meeting will be useful. That proposal will be taken back to the Alliance for consideration.

MERLOT Update

Hilarie Nickerson reported:

- \$25,000 membership was paid out of last year's funds
- Hilarie will attend MERLOT International Conference and project directors' meeting at end of September
 - UNC has 14 people attending in various capacities
- Online training class offered by SUNY: one UNC representative to participate

Discussion:

- Henry questioned to what extent MERLOT is being used by faculty.
- Hilarie mentioned that there are new features being added to MERLOT: reporting feature, and encouraging logins. This could allow us to collect data regarding UNC usage of MERLOT.
- Collection of data regarding adoption across UNC would be useful.
- MERLOT will announce 10 award winners to promote MERLOT
- Faculty adoption may be slow, but will likely evolve.
- MERLOT is also a good place to go as a student resource.
- Adoption may be slow due to not enough technology in the classes
- What role should the TLTC play in the adoption of MERLOT?
 - Workshop on adopting?
 - Maybe a regional workshop on MERLOT?
 - Focus should be on discipline.
 - Hilarie to investigate notion of regional workshops.
 - Possibly think of MERLOT as an interest group.

Portal Oversight Committee Report

Ray Purdom reported:

- Summer efforts have included:
 - Administrative Development area. Ready to publicize to the campuses and go live.
 - An area for 'pure' teaching and learning.
- Ray mentioned that it sometimes runs slow because of all the documents in the database, but we are working to speed up the search process. Ray demonstrated the new search function.

- Hilarie issued a plea that campus liaisons be identified to make sure that each campus' information is up to date. Each Board member should identify someone and send the name to Ray or Hilarie by October 9.
- Keyword list for areas are being made available.

Discussion:

- How do we know people are using it?
- Ray thinks the browsing links will make it more usable. There are typically 800 hits a month on the portal. Ray demonstrated portal statistics. Data is kept on every term for which people search.
- Need to look at usage and how we can promote usage.
- Board members need to focus on promoting usage

Flashlight Proposal (Henry)

- Henry was called by Steve Ehrmann to try to figure out what TLTC and Flashlight could do together.
- Flashlight is willing to review (at no charge) and comment on our TLTC strategic plan. If Steve Ehrmann has materials in the database that may be used to improve, then he'll send them to us. If we integrate any of the materials into the strategic plan, we will send him the results.

Discussion:

- Motion to endorse Steve Ehrmann's proposal with caveats
 - Motion carried to allow Steve Ehrmann to review strategic plan.
- TLT staff will prepare a letter and send documents to send to Steve Ehrmann.
- 3 levels of Flashlight license described. Steve suggested subscribing to a lower level.
- Would lower subscription rate make is feasible for renewing TLTC license?
- Sharon said that NCSU would not continue for faculty use. State to look at its own infrastructure tools to deliver questions (not Flashlight)
- Ray said that Flashlight and TLT Network are to merge
- TLTC will wait until we hear from Steve Ehrmann re: strategic plan before we move farther forward on this issue.

High Performance Computing Professional Development Initiative (Joyce and Sandra)

- There is a need for faculty to learn about teaching computational sciences.
- WSSU, ECU, proposed Computational Sciences and Visualization Faculty Development Center. They are going to NSF to ask for funds for the Center.
- Joyce asked for support from the Board for the initiatives
- Collaborative could strengthen proposal through dissemination of information regarding the Center.

Executive Session

The Board went into executive session for 30 minutes.

Spring 2003 TLT Conference Planning Discussion

Frank Prochaska reported:

- Instead of having discussion today about the TLT Conference, the Board was asked for volunteers to be on program committee. If we know of good people on campus to serve on this committee, send names to Hilarie by Oct.9.
- Faculty Assembly, libraries, Alliance should also have members on planning committee.

Discussion on Strategic Plan Goals and Objectives

- Laura led discussion on the ‘Strategic Goals and Objectives’ document.

Other business

- Two Board video conferences in October (October 9 and 23) will accommodate discussion of the strategic plan.

The meeting adjourned at 2:50