UNC TLT Collaborative
Board Meeting Minutes

November 13, 2002
2:00pm -4:00pm
Videoconference

Present:
Board Members
Steven J. Breiner (ASU)
Sandra Huskamp (ECU)
Derrick Wilkins (ECSU)
Brenda Shaw (NCCU)
Margaret Mertz (NCSA)
Sharon Pitt (NCSU)
Pat McClellan (UNCA)
Kathy Thomas (proxy for John Oberlin) (UNC-CH)
Sallie Ives (UNCC)
Ray Purdom (UNCG)
Tom Jackson (UNCP)
Beverly Vagnerini (UNCW)
Benjamin M. Coulter (WCU)
Joyce Williams-Green (WSSU)

TLTC Staff
Hilarie Nickerson (UNC-TLT)
Laura Rogers (UNC-TLT)
Frank Prochaska (UNC-TLT)

Ex Officio Board Members
 José D'Arruda (UNC Faculty Assembly)

Others:
Maurice Mitchell (UNCP)
Henry Shaffer (NCSU)
Ralph Scott (UNC Faculty Assembly)

Absent:
Arasu (Nick) Ganesan (FSU)
Tamrat Mereba (proxy for Dr. Rodney Harrigan) (NC A&T)
Robyn Render (OP-IR)
Dr. Betsy Brown (OP-AA)
Dr. Mary Reichel (ULAC)

Initial business
Approve minutes of September 19 and October 23 meetings
- Sept. 19th minutes approved with corrections noted.
- Oct. 23rd minutes approved as they stand.

External Funding Committee Report - Sallie
Sallie Ives reported:
- Committee members: Derrick, Margaret, Sharon, Henry, Sallie
- Given three charges:
    - Develop policies and procedures
    - Consider areas to fund
    - Suggest funding opportunities
- Committee focused on the first charge: To Develop policies and procedures
    - Defined 4 roles TLT can play:
        1. TLTC as research agent
        2. TLTC as facilitator of research
        3. TLTC as collaborator in research projects
        4. TLTC as an endorser of the projects

    - Draft documents on criteria for the roles will be presented at the December board meeting
        - Henry will target #1 and #3
        - Sallie will focus on #2
        - Derrick has written a document on #4

High Performance Computing (HPC) Grant Proposal White Paper Discussion - Joyce
- Joyce noted some corrections to the white paper document that was sent out
- José wondered if this was a duplication of efforts already underway and wondered how they would partner.
- Joyce stated that Shodor has strengths already established, and the new center would complement the Shodor Foundation.
- Some members may not have received the first draft.
- Margaret wondered if this could be used as a test case for the TLTC external funding policies, to bounce ideas back to the proposals.
- Henry suggested that we need to make sure that we stay focused regarding our clients being the UNC campuses, rather than fulfilling the goals of Shodor
- Frank indicated that the proposed Center could complement without duplicating or competing with Shodor such as:
    - Work with students
    - Serve as test site
    - Curriculum development
    - Focus on what's unique to North Carolina
    - Research and assessment would be key pieces

- Joyce will confirm with Bob Panoff to assure Shodor's partnership
- Frank suggested that reps from each of the partnering groups participate in a conference call to help define roles and contribute to the proposal.
- Frank suggested that it would seem appropriate that the TLTC would review near final draft suggesting how we can support (and endorse) the proposal.
- Sharon suggested we set aside time for discussion during next face to face meeting.
- Joyce reminded us that the white paper is a work in progress and will change.

Conference Program Committee Report - Ray

Ray Purdom reported:

Had telephone conference on Nov. 1

- Develop themes for this year's conference
- Kinds of events: continue with presentations and workshops, possibly add poster session
- Will identify keynote speakers, will extend an invitation to Pres. Broad
- Will invite Duke, Wake Forest, Elon, and perhaps community colleges
- It will be a 48 hour conference, with workshops to possibly be scheduled for the morning of the first day
- Another teleconference is scheduled for next week
- The program group to pilot test University of Michigan work tools to help develop program.

Hilarie reported:

- Consensus seems to be to return to the Koury Center.
- Need to finish nailing down dates, conflicts seem to occur in each week that was initially proposed
- Hilarie to send out list of conflicts and Board members will respond.

Executive Director Report on Operating Plan Materials – Frank

Frank reported:

- Review of documents sent out by Laura: Description of TLTC Project Development, and listing of strategic plan goals and corresponding operating goals for each one
- Frank, Laura and Hilarie came up with operating plan goals and action steps for each strategic plan goal.
- In looking at action steps, they noticed a hierarchy.
- They came up with a hierarchical model, best viewed:
    - Foundation>resources>community>campuses>practitioner
- Overview of TLTC Project Development documents was written based on above information. The document lists types of activities that could be carried out. The activities are organized into 7 groups:
    - TLT professional development
    - Building UNCTLT community
    - Communication/Information management
    - TLT Policy Issues

- Assessment Initiative
- UNC Professional Development Portal
- TLT conference

As a good foundation step for the upcoming year:
- TLT needs to have processes in place to research, gather, and distribute information
- TLT needs to concentrate on good 2-way communication

- Portal needs to be in maintenance mode by June 2003, so we need to push to get it that far
- Conference is the TLTC's most popular (and signature) activity
- TLTC should get processes in place this year and identify professional development topics for the spring
  - TLT hot topics on which we could offer professional development opportunities:
    - High performance computing
    - e-portfolios
    - accessibility
  - Spreadsheet document (Overview of TLTC Project Development) shows projects that are reasonable to work on this year.
    - If Board agrees that spreadsheet is a good way to look at projects, then staff will produce a more specific operating plan.

- Frank suggested that we could define 4th vacant position as an information management specialist to organize the TLTC body of documents.
- Frank had phone conference with the Finance committee, and submitted a draft budget to give an idea of how budget might relate to items listed in spreadsheet. Frank sent the approximate draft to Board members.

Finance Committee Report - Margaret
Margaret Mertz reported:
- Described the 2 parts to draft budget (sent to Board members in advance of meeting)
  - Non-discretionary expenses are standard annual budget items
  - Discretionary expenses section lists possible ways to spend the remaining budget
- While 4th position is not filled, Todor can be paid out of those funds
- The Finance committee recommended two actions:
- Approve draft budget in principle
- Form an ad-hoc subcommittee on personnel issues to spend time over the next month (before December meeting) to:
  - Look at 4th position
  - Look at Todor's position and role
  - Look at administrative support

- Motion made and approved to form the ad-hoc committee.
    - Volunteers for the committee: Ray, Hilarie, Steve, Joyce
- The Board agreed that we need to move forward quickly with defining 4th position to get it filled as soon as possible to avoid possible budget cuts.

Discussion on Operating Plan Materials and Budget
- Frank asked the Board to focus on the "Overview of TLTC Project Development" document, and scan left column for items that should be included or excluded in list.
- Hilarie suggested that some activities could be spearheaded by campuses, but supported by the TLTC
- Sharon suggested that the TRI-IT group (Triangle Instructional Technology group including: Wake Forest, Duke, UNC-CH, ECU, UNC-G, NCSU) be included in TLTC activities.
- Items to do this year:
    - Focus on putting processing in place to obtain, organize and manage and make available information regarding TLT, put in place good 2-way communication
- Sandra suggested that we should have activities specified by January to avoid losing our funding for those activities.
- General consensus that the "Overview" document is a good document from which to work.
- Frank will send out a proposal regarding next steps in two weeks, so we can have a more structured operating plan in place by the Dec. board meeting.
- Brenda suggested the documents presented be endorsed/supported by Board
  Motion: Board accept draft operating plan from the TLTC staff, realizing it might change. Motion approved.
- Motion: accept the approximate draft of the 2002-03 operating budget as presented. Motion approved.

New Business
Frank:
- Will send an email to Board members requesting a one hour phone conference to find out how campuses can benefit from activities of the Collaborative.
- Frank will be out of office all next week.
Ray:
- Hilarie and Ray have heard from half the campuses regarding the liaisons for the portal; Ray encouraged other campuses to submit the name of the liaison

Sallie:
- Steve Gilbert sent an announcement of newsgroup being set up through a FIPSE. Sallie will send that information to the rest of the Board.

Adjourn
Meeting adjourned at 3:55 p.m.