UNC TLT Collaborative
Board Meeting Minutes

December 16, 2002
10:00am -3:00pm
UNC-OP

Present:
Board Members
Steven J. Breiner (ASU)
Sandra Huskamp (ECU)
Arasu (Nick) Ganesan (FSU)
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)
Benjamin M. Coulter (WCU)
Joyce Williams-Green (WSSU)

Others
Henry Schaffer (NCSU)
JoAnn Pearson (Alliance)

TLTC Staff
Hilarie Nickerson
Laura Rogers
Frank Prochaska

Absent:
Tamrat Mereba (proxy for Dr. Rodney Harrigan) (NC A&T)
Beverly Vagnerini (UNCW)
Derrick Wilkins (ECSU)
Betsy Brown (OP-AA)

Ex Officio Board Members
Robyn Render (OP-IR)
Mary Reichel (ULAC)
UNC Faculty Assembly representative

Initial business, approve minutes of November 13 videoconference
- Meeting called to order at 10:00 AM
- Nov. 13 minutes approved

Executive Director Report (Frank)
- Budget
  - Frank distributed Final budget for this year
  - ~$1,164 less than the initial budget we approved
  - Operating budget expenditures thus far total $5,612
  - Todor being paid from vacant 4th staff position, thus far $21,951
  - There are possibilities of reversions in the spring so Robyn suggested we spend budget as quickly as possible
  - We are no longer paying rent at the Meredith property
  - Web site hosting has been moved to UNC-CH so some money is saved by not having to pay for web server
  - Frank has requested a phone conference with each Board member to talk about how TLTC can help meet campus needs
- Compendium of abstracts
  - Georgette Shepherd is working on compendium of abstracts and is close to being finished. Board members should contact Georgette and Frank to provide feedback on topics on their campus.
  - Campus-wide initiatives that could be duplicated at other institutions have been included
  - Georgette is under contract for 200 hours this spring so would be available to work on a more specific instructor-specific projects
  - Frank will send out a draft. Board members should review and send Frank comments by January 15.
- Some small changes were made to the strategic plan so that language in both reports are consistent

Operating Plan Discussion and Vote (Frank, Laura, Hilarie)
  - Document was built upon and follows the discussion at the Nov. video conference meeting
  - Sections V and IV are the most critical sections in the document
  - Discussion
    - Document provides a solid framework, but perhaps difficult to digest all at once
    - May be a need for an executive summary to distribute to Board members and others
    - Document is a 'blueprint' for our TLTC operations
    - Concern over the number of workgroups identified in the plan.
      - Workgroups were intended to draw in other people (besides TLTC members), but others on campus may not have time to devote to projects
      - Workgroups could be used to figure out how to accomplish tasks/projects as an organization.

- - - People interested in these areas from campus could participate in workgroup. Not necessarily a person who's 'job' it is. Could be viewed as 'communities of interest'.
  - The process of writing the document was helpful for Frank, Hilarie and Laura to help identify activities that TLTC can/needs to do.
  - Concern expressed whether the plan is realistic given people and time resources.
  - Are we looking to do appropriate things?
  - When and how should the activities happen?
  - There should be several different presentations of the plan for different audiences.
    - Executive summary
    - Shorter version of the Operating plan posted on the web
    - Can this document be turned over to Georgette to produce communication pieces?
  - Need to demonstrate success: products and deliverables
  - What are the items the Board recommends we work on first?
    - Assessment
    - Portal
    - Conference
    - Community building
    - Workshops/activities
  - Motion: Approve the plan in principle, ask the staff to implement as quickly as possible. (External documents will have timelines and some level of detail removed) Motion approved.

Personnel Committee Report (Joyce)
- Committee members met via telephone conference three times to discuss position
- Asked Frank and Hilarie to write a draft of the position
- There were two distinct sets of characteristics, characteristics were merged for this job description
  - Information management
  - Technical background to manage infrastructure

Suggestion was made to include more action verbs to imply that the person will be doing 'hands-on' work and have a deep technical knowledge.
  - Will we still need technical support and writing support in addition to this position?
  - Consensus of committee was to not hire a web programmer. As Portal enters maintenance mode, Portal will need less of time from web programmer, so we will need to dedicate some operating funds directly to web programming and database management.

Timeframe for appointment: Frank will talk to Human Resources regarding advertising and the timeframe for appointment.

Committee will modify the position announcement based on comments from the Board. Subject to further refinement and second review from the Board, the committee should go forward with posting this announcement.

Lunch

Blackboard License 2003-05 (Tom Warner)
- Tom distributed a proposed price model for UNC System for version 6.
- Queried Board members to see which campuses are interested in paying Blackboard for training. The proposed price per campus is $4000 (plus travel). There is possibility for joint regional training session. (2 trainers, 2 days)

Meeting Dates for the Spring (tentative)
- Jan 15-Video
- Feb. (near the end of month)- Face-to-face
- March-video 2nd Wednesday
- April –video 2nd Wednesday
- May-face to face
- June-video 2nd Wednesday
- Frank to send dates

TLT Conference Program Committee Report (Ray and Hilarie)
- Conference dates: March 27th through 29th
- Committee has had one telephone conference since our last video conference
- Title and tracks should be finalized by Friday
- Hilarie to send out an announcement
- Thursday may be 'video' day for those who arrive Wednesday evening.
- Call for proposals may go out in January.
- What level to support is appropriate for each campus?
- Should the conference invite other institutions as well? (Duke and Wake Forest?) What should the criteria be for invitation of schools outside of UNC?
- Perhaps invite proposals from those outside of UNC who are collaborating with UNC schools
- Committee will discuss further
- Frank will discuss with Robyn
- Fee structure to be re-examined

External Funding Committee Report (Sallie)
- Develop appropriate policies and procedure
  - Committee outlined these roles for the TLTC:
    - TLTC as research agent (will be drafted next)
    - TLTC as facilitator of research projects (Draft complete and distributed)
      - Comments should be submitted to the External Funding Committee, Sallie will send out a final version for a vote.
    - TLTC as collaborator of research projects (polices would be nearly the same as the first role)

- TLTC as an endorser of projects within UNC (Draft complete and distributed)
  - Board members should send comments to Sallie, then Sallie will send out a final version for a vote.

Portal Oversight Committee Report (Ray)
- No report

MERLOT Update
- Hilarie will provide update on spring CATS conference in the near future

Alliance Report (JoAnn)
- Campuses have identified project leads and have a weekly meeting
- Training for Business process analysis has taken place
- Two regional video conferences are scheduled
- Look at process and define common baseline to identify needs
- SCT has conducted campus visits for half of the campuses, should be completed by January
- Technical team looking at the hardware requirements for Banner
- Implementation scheduled (for Finance) for July 2003

ULAC Report
- No report

Faculty Assembly Report
- No report

Executive Session
- The Board went into executive session

New Business
Sharon: Getting started with Online instruction on Time Warner Channel 18

Adjourn
The meeting adjourned at 2:50