<u>**UNC TLT Collaborative**</u>
Board Meeting Minutes

January 18, 2002
10:00-3:00
Office of the President, Board Room 1

Present:
Ray Purdom, Chair (UNCG)
Sallie Ives (UNCC)
Henry Schaffer (NCSU)
Sharon Pitt (NCSU)
Derrick Wilkins (ECSU)
Margaret Mertz (NCSA)
Joyce Williams-Green (WSSU)
Kern Parker (UNCA)
Sandra Huskamp (ECU)
Steve Breiner (ASU)
Kathy Thomas (UNC-CH)
Tamrat Mereba (proxy for Rodney Harrigan NCA&T)
Ben Coulter (WCU)
Akbar Aghajanian (FSU)
Frank Prochaska (Executive Director, UNC TLTC)
Hilarie Nickerson (UNC TLTC)
JoAnn Pearson (Alliance)
Laura Rogers (UNC TLTC)
Tom Jackson (UNCP)
Betsy Brown (Division of AA, UNC-OP)
Brenda Shaw (NC Central)
Paul Shotsberger (UNCW)

Absent:
Carroll Varner (ULAC)

Ray Purdom called the meeting to order at10:00 AM
Board members who have not yet attended a face-to-face Board meeting were introduced.

December 10 Minutes
- Changes in attendance were noted
- Frank noted changes to the E-learning report section
- Minutes were approved as amended

Report from by-laws committee
Joyce Williams-Green reported:
- The current draft of the by-laws was discussed and some changes suggested.
- MOTION: Approve by-laws as amended. The motion was approved.

Spring 2002 Initiatives

MERLOT workshop
Hilarie Nickerson reported:
- Final cost after all bills come in is expected to be around $4000
- The MERLOT workshop was a success
- About 60 people attended
- Board members received positive feedback from
- Several campuses are already planning how to use the training received on their own campus
- Hillarie can provide materials in electronic forms to those of us who want access to the materials but can't put them on the website because of contractual issues.
- Each campus was given a video that introduces MERLOT
- Video is available on the web at the MERLOT workshop site

Planning for TLT conference
Hillarie Nickerson reported
- Planning committee has 11 members: Frank, Laura, Hilarie, Derrick, Margaret, Brenda, Tamrat, Akbar, Betsy, George Conklin, José D'Arruda (Faculty Assembly)
- There are 4 subcommittees: themes and topics, workshop topics, outside speakers, logistics
- No planning space available on the portal yet, but Hilarie is checking into it.
- The committee is trying to find location in central part of the state
- Tentative date: 11-13th of April
- Expected attendance will be 260-270
- Planning committee will announce the conference dates at the beginning of February

Assessment Initiative
Laura Rogers reported:
- Developing assessment resources will be put into a database that will be similar in structure to an online course.
- Looking at how to organize the information to be responsive to needs of e-learning initiatives
- Frank and Laura are beginning to think about this as an 18 month initiative: Possibly work with campuses with assessment/evaluation projects to report back to the board next year.
- Database may include basic information on assessment: vocabulary, concepts
- If campuses want to organize assessment projects, the Laura will be available to assist campuses develop trial assessment programs that could be run next year.
- There is a need to triage what we have vs. what we need.
- Laura is interested in finding people who can contribute to 'best practices'
- No campus will be required to participate in assessment initiative

Shared Services Alliance Report

JoAnn Pearson reported:

- The Alliance Board thought it would be best to bring all campuses together and do one central SCT Banner presentation. (Finance, HR, Student, Financial Aid)
- 15 Schools will participate in the presentation to be held on Feb 21. They expect 275 attendees
- Alliance is beginning to set strategic direction by bringing all campuses together.
- Each campus then meets with functional users to get a feel for what the users think about the project

Budget Report

Frank Prochaska reported:

- Two handouts with current budget information were distributed
- 3 positions of 4 TLT staff positions are filled. The 4th position was NOT eliminated as expected, but the salary was reduced (Technology Coordinator). We can define that position as we choose after going through strategic planning process.
- As of Jan 8, operating budget $295,373. This represents 12% reduction from last year
- We were cut in budget lines that were targeted in budget reduction.
- One of two carry-forward proposals was funded
  - $15K from TLT, $10K from AA for content manager for Portal, to populate Portal with content
- Budget needs to be spent by June 30
- We have $128,000 that is unallocated in our budget.
- Todor and Chance will be paid from lapse salary budget from 01-02 fiscal year from vacant EPA positions. There should still be some dollars from lapse salary available to us. But we understand that the lapse salary dollars are in a pool.
- Todor is locked in for 12 months at same rate as last year. He is under contract (with Alphanumberic) through the new bid process for hiring outside contractors.
- So far, have expended $20,941
- Frank distributed listing of possible 01-02 projects for our information and consideration
- MERLOT membership and TLT Roundtable and Flashlight licenses.
  - We may want to consider paying MERLOT for next year out of this year's budget
  - Have to decide if we will renew the TLT and Flashlight licenses
- Meredith office space
  - We need to decide if we want to keep the Meredith office, no one is currently working out of that space. We are obligated to continue paying our part of the rent through June 30th. The issue was discussed, but no decision was made.
  - Possible collaboration with Alliance regarding sharing office space at Highgate, JoAnn and Frank will discuss further.

- Frank has talked with Ray and Margaret regarding state of budget report. Frank suggested forming a committee to formulate recommendations as to how to spend the funds.
    - Sandra will chair that committee.
    - Board members should notify Sandra if they want to serve on the committee (Sharon, Derrick, Tom and Sallie volunteered to serve with Frank, Laura and Hilarie)

Portal Oversight Committee
Ray Purdom reported:
- Frank asked ULAC for:
    - content coordinator nominee
    - library structure
    - member for POC
- Ray is keeping events and conferences part of Portal up to date
- 610 searches on Portal so far this month, indicates increased use of the Portal
- Board members should forward local campus events to Ray to enter into the Portal

TLT Identity
- Hilarie discussed the identity of the TLT and showed option for logos.
- Basic agreement with one of the logo options Hilarie submitted. She will make some changes based on feedback and will send it out to Board members via email for additional comments.

Strategic Planning
- Laura Rogers provided an overview of the structure of a model for strategic planning, look at guidelines and how to begin.
- Laura distributed notebooks to each campus representative and led discussions
- Board members who are interested in becoming a member of the strategic planning committee should contact Steve
- Dates were set for the meetings face to face through June:
- Laura will email discussion follow-up documents and questions that we should consider for the next meeting.

New Business
- Sandra Huskamp announced that ECU is having an AVS Express (3-D visualization software) workshop, 29th, 30th of January and invited others to attend. ECU looking at ways to share RAVE resource.

Meeting was adjourned at 2:55