

**UNC TLT Collaborative**  
**Board Meeting Minutes**

October 19, 2001

10:00-3:00

UNC Office of the President, Board Room 1

**Present:**

Ray Purdom, Chair (UNCG)

Margaret Mertz (NCSA)

Sallie Ives (UNCC)

Henry Schaffer (NCSU)

Laura Rogers (UNCW)

Derrick Wilkins (ECSU)

Tom Jackson (UNCP)

Steve Breiner (ASU)

Kern Parker (UNCA)

Kathy Thomas (UNC-CH)

Sandra Huskamp (ECU)

Tamrat Mereba (proxy for Rodney Harrigan NCA&T)

Brenda Shaw (NCCU)

Robyn Render (Vice President for IR and CIO)

Betsy Brown (Division of AA, UNC-OP)

John Felts (proxy for Carroll Varner ULAC)

Frank Prochaska (Executive Director, UNC TLTC)

Hilarie Nickerson (UNC TLTC)

JoAnn Pearson (Alliance)

Absent:

(WCU)

Akbar Aghajanian (FSU)

Joyce William-Green (WSSU)

Ray Purdom opened the meeting at 10:00 AM.

**Staffing Update**

Because there were two outstanding candidates for the position of TLT Program coordinator, the TLT Project Manager position was converted to be an additional Program Coordinator position. Hilarie Nickerson and Laura Rogers were hired to fill those two positions.

**Information Resources update – Robyn Render**

***Budget***

-The budget has not yet been finalized, all will have to face significant reductions in budget, therefore it is especially necessary to stay focused on the goals.

### ***IT Infrastructure***

-Due to the approval of the bonds, infrastructure plans have been reviewed and approved. Campuses have been given the green light to proceed w/plans for this year.

-Work towards gaining a better understanding of hardware/software being used on campuses to guide IT procurements. Campuses should continue to provide IT Procurement with input regarding hardware/software uses.

-Legislation was passed to allow IT flexibility for constituent institutions in the UNC system. Information Resources will begin to look at the criteria that will guide that flexibility with an eye towards balancing flexibility with collaboration.

-Cooperation among network heads of UNC system institutions to agree on implementing rate limits on certain peer-to-peer applications has helped reduce network saturation.

That group will continue to meet regularly to implement additional steps as necessary.

### ***E-Learning***

-PriceWaterhouse Coopers did an assessment of the technical infrastructure that either exists to support e-learning within the UNC system institutions and put forth a set of recommendations. Some institutions were 'disenchanted' with the recommendations. Robyn stressed that the recommendations were one set of options available to support e-learning.

### ***Integrated Administrative systems***

Focus is on improving efficiencies and effectiveness

Move toward using web-enable capability for traditional business practices.

### **Alliance Report**

- The Alliance and the TLTC will work towards identifying areas of collaboration.
- In July, a traditional license was purchased for Campus Pipeline. The look of Pipeline can now be customized to the specifications of individual campuses.
- Perspective Student Portal: Testing to take place in November, delivery to Western scheduled for December. UNC-W and App State will be the next to receive the perspective student portal.
- The Alliance by-laws were amended to include a TLTC board member to sit on the Alliance board as an ex-officio member. The Alliance asked the TLTC to appoint a representative. A motion was made and passed to appoint Frank Prochaska as the TLTC representative for the Alliance Board.

### **Budget Update**

- Frank meet with Robyn to try to get a final figure for TLT Budget. Although no final numbers were available, it is likely that the Technology Coordinator position will be cut.
- It is likely that there will be a 10% reduction in the operating budget.
- Because there are no personnel dollars to hire outside contractors, operating budget will need to get diverted to hire outside contractors to support the Portal.
- The TLTC didn't spend all of the budget last year, so it is expected that the operating budget for this fiscal year will be about the same as was spent last year and we should make decisions based on that amount.

- It is likely that the carry-forward proposals that were submitted will not be funded as carry-forward funds are frozen and will probably be put towards the 4% reversion.

### **By-laws Committee Report**

- Copies of the revised by-laws were distributed by Betsy and Brenda. Feedback was requested. The Board noted that there is a need to merge the information from the standing committees (Finance, Planning and Assessment) before the next meeting.
- The next version of the by-laws will be ready for the November 12 meeting, board members will vote on the by-laws at the following meeting.

### **Planning and Assessment**

- The Committee met via teleconference. Notes from that meeting were distributed to board members.
- The Board agreed that there is a need for a strategic planning process.
- The Board noted that there is a need to address issues of the expectation of the TLTC Board members regarding the mission of the TLTC and the question of who is the Board trying to facilitate collaboration between.

### **Portal Oversight**

- Committee met via teleconference and carried on further discussion on the discussion board.
- There is now a back-up procedure in place.
- Work is continuing to improve the search functionality in the Portal
- There is a need to prioritize improvements including the possibility of individual front ends for different areas of focus.
- Campus Content Liaison were discussed. The Board member from each campus should identify a liaison. The Liaison should be an individual who is aware of TLT related activities (that open to other campuses) on their campus and will be responsible for posting those events to the Portal. So far, there have been no liaison names submitted to Ray.
- The Board expressed a need for central oversight and maintenance of the Portal
- A question was raised regarding how much the portal is being used. The Board agreed that the portal needs to be promoted at each campus.

### **MERLOT**

- There have been 4 names submitted to attend the MERLOT training in Virginia. 2 of those names are IT staff. Hilarie requested that Board members continue to submit names.
- Use of MERLOT may be low on all campuses because of an unawareness of MERLOT. Ray mentioned that although he pushes MERLOT at UNC-G, he is aware of only 2 faculty who use it. Henry added that the bigger issue may be that faculty may object the notion using materials developed by others.

- It was suggested that those who attend the training in Virginia could offer training to other neighboring campuses.
- The Board agreed that before we recommend that we discontinue our membership in MERLOT, we should make a concentrated effort to Promote MERLOT

### **Executive Director's Report**

- Copies of the Report were distributed.
- Frank noted that there is a high degree of overlap between what campuses are saying regarding what they want the TLTC to provide:
  - Information sharing
  - Support for TLT activities
  - Information to assist with discussions and decisions
- Frank discussed a list of possible projects for this year and noted the perceived value of last year's TLT May Conference was high.
- Frank presented the possible (worst case scenario) TLTC operating budget

### **Demo of Portal**

A demonstration of the Portal was given during the lunch break and board members were asked to review the Portal information for their campus to assure that it is correct.

### **Approval of the September 10 meeting minutes**

- Amendments were made to the names of board members present at the last meeting.
- The motion was made, seconded and passed to approve the minutes as amended.

### **Discussion of TLTC Projects**

The Board agreed that any projects funded through the TLTC fit within our mission.

#### ***TLT May Conference***

- Frank attended the Faculty Assembly Committee and discussed the possibility of a Faculty Conference. The proposed conference would be short (1 night), and the home institution would pay for travel. The question was raised that because the carry-over funding has been cut, do we still want to fund this conference out of our budget?
- There was consensus for the May conference with Faculty peer-to-peer tracks. The conference planning committee will propose the idea of the expanded (to include faculty tracks) TLT May conference to the Faculty Assembly.

#### ***Assessment Resources Database***

- Laura distributed a handout concerning an assessment resources database that could take a format similar to online courses.
- Funding will be set aside for the assessment initiative
- Board members should email questions and comments regarding the Assessment Resources Database to Laura.

### **Alphanumeric Contract**

- There is concern over the dollar amount for the Alphanumeric contract for the Portal development. This year, the contract is with Alphanumeric rather than individual contractors.
- Frank asked Robyn if Todor can work 10-15 hour/week for IR and the TLTC will assume the responsibility for funding the balance of the hours. Robyn will consider that proposal. Frank will report back to the TLTC Board before funds are approved for the contract.
- Because the Portal is still under development, costs may go down once it is completed. However, it will need ongoing maintenance. It was suggested that we look within the TLT/Alliance community for resources to assume those duties. Perhaps a half-time person devoted to the Portal would be sufficient to assure that content remains current.

### **ULAC use of PDP**

John reported that ULAC discussed using the Portal as an avenue for information sharing. The motion was made and passed that the Portal Oversight Committee should include ULAC as an area of focus in the PDP.

### **Strategic Planning**

The motion was made and passed that the Board will support the efforts of the Executive Director and TLTC staff regarding strategic planning.

### **PDP Content Management Position**

- The motion was made and passed that \$25,000 will be allocated for a content management position for the PDP. The POC should make recommendations of how the \$25,000 is best spent.
- The POC has discussed areas of support that are needed. There is a distinction between a content coordinator and a content expert.

### **MERLOT Training**

- The motion was made and passed that \$8,000 be allocated for MERLOT training.

### **Funds for May Conference**

- The motion was made and passed that \$50,000 be allocated to fund the TLT May Conference.
- The Board agreed that the planning committee should explore cost saving measures.

### **General Staff and Office Support**

- \$30,000 was approved by the Board for general staff and office support for the TLTC.

### **Other Business**

The Board discussed the notion of a possible shared experts alliance. Each institution could be asked to provide experts to be available a few hours a week for cost-free

consultation with any of the other system institutions. The Board agreed that a discussion with the Alliance should take place and that the shared experts alliance should include TLT, IT and Libraries. It was further suggested that each school look at what resources they could provide and what expertise they need and that this proposal should be included in the strategic planning.

**New Business**

It was suggested that Ray submit a program proposal to the Mid-South Technologies Conference. The proposal is for a paper that Ray and Sallie Ives presented at a recent conference.

**Next Meeting**

The next meeting will be held via video-conference on November 12 from 10:30-12:00

The meeting adjourned at 3:00 PM.