

# **Teaching and Learning with Technology Collaborative**

## **Meeting, November 23, 1999**

### Agenda:

- 10-11a.m. Informal Discussion
- 11-11:30a.m.: Welcome and Initial Q&A with Diana Oblinger
- 11:30-11:45: Review of agenda and goals of meeting, discussion
- 11:45-12:15: Service Goals and mission
- 12:15 -12:30: Break
- 12:30 – 1:30 pm: Governance, Staff and Budget
- 1:30 – 1:45: Break
- 1:45 -2pm: Wrap-up and
- 2-3-pm: Additional Discussion: Projects, metrics, PORTAL
- 2-3pm: Wrap-up

## 1. Service Goals and Mission

GOAL: Review/refine the service goals. We should have these pretty much completed today.

Format: Discuss issues, changes, concerns (20 minutes). Resolution and next steps (10 minutes)

Issues:

Is the current breakdown an accurate reflection of needs?

Is there sufficient focus on professional development (faculty and staff)? What is the right balance between the Collaborative and campus centers with regard to professional development?

Are PDAC recommendations sufficiently incorporated?

Are we sufficiently clear about the relationship between the Collaborative and the campus TLT efforts? (Collaborative should support campus efforts not replace them)

## 2. Governance

GOAL: Options appear to come down to Non-profit (501(c)3) OR a UNC consortial organization with a well-defined of directive authority to ensure appropriate control by campuses. Need to clarify the issues and then see how close we are to resolution, or if we can resolve this today.

Format: Initial overview from Mike and Dale (15 minutes) followed by discussion. Resolution and next steps (5 minutes)

Issues:

Principles for Organization framework are:

- Campus Control
- Organizational Flexibility
- Budget Flexibility

If consortium, what is appropriate share of directive authority should the Governing Board have

Board appointment should be ex-officio or elected? If ex-officio, then what campus positions should include this responsibility?

Relationship with UNC VP

Reports/Meetings with Director

Budget Planning

Policy/procedures

Staff evaluation and Hire/Fire recommendations

Project Selection Prioritization

- Collaborative Grants
- Workshops/Symposia
- Faculty Fellowships
- PORTAL

	<b>Non-Profit</b>	<b>UNC Consortium</b>
Governance	Independent Board of Directors appointed by Chancellors.	UNC President creates the organization and assigns governance to a Board appointed by Chancellors (Board is either ex-officio or elected). Lots of scope re: degree of directive authority of the Board
Staff Reporting	Board of Directors	UNC President/VP (Board advises according to degree of directive authority)
Staff Benefits	Non-state, Organization must manage	State benefits (EPA/SPA)
Hiring/Firing Decisions	Board (very flexible)	EPA/SPA
UNC Facilities Usage	Independent, must contract	Standard for UNC programs
Procurement	Very flexible	State/UNC standards
Liability Protection	Independent	UNC/State Attorney General
Contractual relationships /UNC	Contractual relationship with UNC. Potential problem with Umstead Act?	N/A (part of UNC system)
Contractual relationships/non-UNC	Flexible	Must Part of UNC
Assessment/Data Collection	Independent metrics	Must meet requirements of University
Auditing	State Auditors can review in light of relationship to UNC	State audited
Non-State funds	Independently managed	Use GA Endowment to accept funds or spin-off a Foundation
EXAMPLES	University Foundations, Research Triangle Inst.	Libraries are a consortium



### 3. Staff and Budget

GOALS: Clarify/discuss draft budget outline. Review position description for Director and overall staff positions in light of service goals.

Format: Budget review (5 minutes). General discussion (20 minutes).  
Resolution and tasking (5 minutes)

#### DRAFT Budget Planning

SALARIES	First Year	Ongoing		
	(Salaries are 60% first year)	Wages+Benefits	Wages	Benefits (16%)
Executive Director	\$55,680	\$92,800	\$80,000	\$12,800
Assistant	\$24,360	\$40,600	\$35,000	\$5,600
TLT Expert	\$45,240	\$75,400	\$65,000	\$10,400
TLT Expert	\$45,240	\$75,400	\$65,000	\$10,400
Grantsmanship	\$45,240	\$75,400	\$65,000	\$10,400
Information Spec	\$45,240	\$75,400	\$65,000	\$10,400
Assessment Spec.	\$45,240	\$75,400	\$65,000	\$10,400
Staff Computers, etc	\$50,000	\$15,000		
Staff/General Office Equipt/Startup	\$65,000	\$5,000		
General Operating	\$50,000	\$50,000		
Office Leasing	\$60,000	\$60,000		
Director travel/conferences	\$10,000	\$20,000		
Staff travel/conferences	\$10,000	\$25,000		
Server Software, hosting services, etc	\$80,000	\$40,000		
Biweekly Staff	\$10,000	\$20,000		
Publications & Promotions	\$10,000	\$10,000		
1st year projects	\$60,000 *			* Depends on future funding
<b>TOTAL</b>	<b>\$711,240</b>	<b>\$755,400</b>		

4. First year projects (see appendix)

Examples:

Active involvement in next year's State budget process

Get the Web PORTAL up and running

Host meeting of Teaching & Learning Directors

Create a UNC TLT Roundtable

Host a UNC meeting on "The State of TLT" to include IT and Teaching and Learning professionals and Libraries ) with targeted presentations to bring in potential partners (UNC TV, MCNC, vendors? DPI/NCCCS, etc.)

## 5. Metrics for Success/Assessment

### Overall

First year Startup

All staff hired

Location

Budget

Staff to visit all 16 campuses

### Web PORTAL

Workshops and Symposia

Collaborative Grants

Fellowship Program

Communications and Public Relations

Grants and Fund-raising