

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

December 10, 2001

10:30-12:00

Videoconference

**Present:**

Ray Purdom, Chair (UNCG)

Sallie Ives (UNCC)

Henry Schaffer (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)

Laura Rogers (UNCW)

Paul Shotsberger (UNCW)

Ben Coulter (WCU)

Akbar Aghajanian (FSU)

Frank Prochaska (Executive Director, UNC TLTC)

Carroll Varner (ULAC)

Hilarie Nickerson (UNC TLTC)

JoAnn Pearson (Alliance)

Robyn Render (UNC-OP)

Gretchen Bataille (UNC-OP)

**Absent:**

Tom Jackson (UNCP)

Betsy Brown (Division of AA, UNC-OP)

Ray Purdom called the meeting to order at 10:30 AM

**November 12, 2001 Board meeting minutes**

Minutes were approved.

**E-Learning Report**

Robyn Render said that the E-learning report had been widely disseminated and there are two primary recommendations:

- 1) Move towards a coordinated technical infrastructure
  - either centralized or distributed
  - recognize early that the only approach is a home institution approach for delivery of instruction.

- Decision was made to focus efforts on internet-based opportunities
- 2) Support Service
  - Establish cooperation in e-learning. Leverage TLTC and Alliance resources
  - Recognize resources limitations and overlap
  - It may not make sense for form a different entity.
  - Academic Affairs office will be the point of contact for the E-learning coordinating group.
  - Identify a set of support services so campuses can enjoy baseline services.
  - One or more platforms will be identified for new programs for campuses that want to collaborate.
  - Participation will be a voluntary decision
  - TLTC should play a leadership role in determining standards for faculty support and best practices

Gretchen Bataille reported that a series of meetings has been taking place discussing the partnerships between Academic Affairs and Technology. The meetings included: Campus CAOs, at UNC-CH, met at ECU with Continuing Education personnel. Issues include: enrollments (possible goal to merge enrollments) A meeting also took place with personnel from the Community College system. It is essential to continue cooperate with them.

Other issues:

- Relationship between Distance Education and Academic Affairs
- Look at the reward structure
- Fee issues (structure: on-campus vs. distance students)
- Finance
- Readiness
  - Technology
  - Faculty
  - Willingness to cooperate and collaborate

Additional Discussion

- Standardization would be for the (voluntary) coordinating entity
- The coordinating entity should have a shared vision
- The intent is NOT to insist that each campus conduct e-learning the same way
- Anticipate having proposals for Blackboard and WebCT shortly after the new year.

Next Steps

- Get information to each campus
- TLTC to look at training and support pieces (tools, baseline standards)
- Academic, IT and Finance groups need to further discuss e-learning
- Get involvement from libraries through ULAC
- 107 vs. 101 funds
- Student fees for DE students vs. residential students

## **Budget Report**

Frank reported:

- There are no firm budget figures available yet for this fiscal year.
- We may lose the technology coordinator position, but Todor will not need to be paid out of the operating budget for fall. Will Adkins will hire and pay for Todor for 2 day/week beginning in January.
- We should have ~\$105,000 in operating budget that is not committed
- TLTC hired a small portion (15%) of the web developers time to redesign the PDP web pages.(~\$10,000)
- ~\$95,000 for the rest of this year

## **Bylaws Committee**

The bylaws document approval vote will be delayed until the January meeting so the committee can implement the changes in the bylaws document.

## **Portal Oversight Committee**

- The POC met via phone conference to discuss the job description of the content coordinator. Notice will be sent out soon.
- Content is again being entered.
- Ray charged the POC with writing a charge of the POC to submit to the Board for review. The Board will decide if the POC should be a standing committee as there is a need for the POC to function on a long term basis and is a budget item.
- It is not yet known if we can keep Todor working on the project.
- ULAC will be involved in the PDP redesign.

Motion: ULAC will have a representative on the POC committee. The motion carried.

## **MERLOT Workshop**

- The workshop will be held on Friday, January 11 from 10-4 at UNC-G
- Average of 4 representatives from each campus will attend, the list of names should be sent to Hilarie
- Each campus will assume travel costs
- Some campuses may need financial assistance for hotel accommodations at the standard state rate.

## **Planning and Assessment Committee Report**

- Steve discussed the two handouts that were disseminated through the TLTC site: Proposed TLTC Strategic Planning Initiative, and Proposed TLTC Assessment Initiative.
- The Strategic Planning Initiative should function as the process to guide the thinking, planning and communication of the TLTC.
- The Initiative should be included in the Finance Committee report

### **Finance Committee report**

Margaret submitted 3 items for fund allocation, if all three are approved, there would be ~\$65,000 left in the operating budget:

- Strategic Planning Initiative: *approved*
- Assessment Initiative (online and face to face components): *approved*
- Portal Content Entry (hire person/people to enter content into the Portal): *approved* (It was noted that we need to continue to consider the cost of the portal)

Additional proposals should be submitted as soon as possible. Laura will make the proposal template available to those who want to submit proposals.

### **Bylaws Committee**

- Because section VII is new, the bylaws committee directed the Board's attention to section VII for close review.
- It was noted that section V-C and VI-A are the same.
- Some rewording of the document was suggested.
- A new draft of the document will be available for review before the December meeting. We will vote for approval of the document at our December meeting.

### **New Business**

- Tools for PDP that would allow users to interact with each other
  - Steve and Hilarie will identify features that are most requested. Volunteers to participate on that committee should contact Steve and Hilarie.
- CEU credits for the symposium on assessment?

### **Next Meeting**

The next meeting will be a face-to-face meeting in January. Frank will confirm date, time and location

The meeting adjourned at noon.