IT Governance Program – Teaching & Transformational Learning Technologies Committee

Meeting Minutes

January 12, 2018
1:30pm-3:30pm
Computing Services Center, Conference Room 004

Attendance:

<table>
<thead>
<tr>
<th>TTLTC Members</th>
<th>ITG Program Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Dr. Christian Brannstrom</td>
<td>Daniel Munoz</td>
</tr>
<tr>
<td>X Dr. Trina Davis</td>
<td>Tyler Raszick</td>
</tr>
<tr>
<td>X Dr. Kim Dooley</td>
<td>Dr. Tim Scott</td>
</tr>
<tr>
<td>X Dr. Tatiana Erukhimova</td>
<td>Dr. Heather Wilkinson</td>
</tr>
<tr>
<td>Dr. Yvette Hester</td>
<td>Dr. Mark Zoran</td>
</tr>
<tr>
<td>X Dr. Beverly Irby</td>
<td>Regina Greenwood (Ex-Office)</td>
</tr>
<tr>
<td>Dr. Tim Jacobs</td>
<td>Dr. Jim Snell (Ex-Office)</td>
</tr>
<tr>
<td>X Dr. Catharina Laporte</td>
<td>Ron Szabo (Ex-Office)</td>
</tr>
</tbody>
</table>

Minutes: Scheduled Business

Item 1: Welcome and Announcements
Description: There were not enough voting members present, but it was decided to continue with the meeting. Discussion would be able to continue and action items sent for an electronic vote.

It was discussed that minutes are not approved in official committee meetings, but will be approved one week after being sent to the committee electronically if no comments or corrections are received.

Josh briefly discussed the new software. The question was raised and answered that this software will be purchased for IT Governance only. If it was determined to be necessary campus wide, that would be a separate project. The necessity of the software has not been finalized at all at this time.

Item 2: Addition of TTLTC Members
Description: Recommendation to include two additional members, one from Institutional Data & Research Services (DARS) and one from Distance Education (Office of the Registrar).

Discussion began regarding adding two additional representatives to this group. This would change our charter. Adding these additional members would need to be voted on and approved, then the charter would be changed accordingly. There will be discussion only as there are not enough voting members present. Discussion revealed that there is a high amount of interest in pursuing the role of Distance Education Coordinator at a future date. There was not the same level of interest in Institutional Data.
From this discussion arose an agenda item for a later date: When this is amended, we need an official representative term. What kind of faculty rep are we looking for? It was discussed that the ideal candidate would be a large enrollment instructor with a classroom obligation of 250+ seats. We are looking for a large enrollment introductory level faculty representative or an instructor. For long-term IT Governance Program management, a suggestion was made that offers more flexibility by using the member term of “Faculty Representative” and then adding criteria that needs to be met such as distance education, class size, and center for teaching excellence participation.

**Item 3: eCampus/Bb Learn Renewal**

Description: Awareness of the contractual need to renew the eCampus (Blackboard Learn) contract. The discussion centers on the initial interest of the TTLTC in reviewing other vendors/learning management systems.

Dr. Jim Snell of Instructional Technology Services sought support for a three year contract renewal of the current license agreement for eCampus/Blackboard Learn. The original contract was authorized in 2013 for a 5-year duration. A 3-year renewal has been offered by the vendor with a minimal price increase. 1-year extensions to the original contract are possible, but at a substantial price increase. Dr. Snell shared that the previous analysis-review-selection-procurement-installation-configuration-transition process required nearly 3 years when migrating from WebCT (eLearning) to Blackboard Learn (eCampus). As a result, the required time from the previous experience warrants a contract renewal, as opposed to extension, with the intent of starting the process for analyzing long-term learning management system solutions.

All members (voting and ex-officio) present at the meeting voiced support for the motion based on the logic shared by Dr. Snell. It was discussed that we could do the renewal now based on the current agreement. More data needs to be collected regarding satisfaction with the current LMS and sub-committee establish to conduct the review.

*Josh will work with Dr. Snell and Dr. Laporte regarding the three year renewal and issue a vote within Qualtrics since there were not enough voting members present. Josh will email that the five voting members present were in favor, but that we could not conduct an official vote due to the lack of a quorum, therefore an electronic vote was necessary. There was also strong support from all of the ex-officio members in attendance.*

**Item 4: Selection of FY18 objectives**

Description: Review the list of potential objectives, the documented potential objectives from other ITG committees to this point, and assess the merit of the objectives for inclusion as priorities for FY18. The activity concludes with the selection of 3 objectives to focus TTLTC effort.

Josh began by explaining the rubric given and how to use it or the option to not to use it. The strategic IT Meeting will be February 16th and we would like have objectives from this group before then, but time needs to be taken to discuss these objectives, and keeping in mind that we do not have a quorum today. It was again decided that we discuss this today then send in an electronic poll for a formal e-vote. A motion was made and seconded to do this, this process moved forward.

Much discussion ensued over the items listed. The following was suggested:
- Objective number one and number two would be combined.
- Number eight was discussed regarding not getting good maintenance from vendors. This seems like low hanging fruit and something we could tackle.
- It was again discussed that number one and number two should be combined.
- A repository is something that can be built over the year.
- The survey looks at interface and the social media piece as well.
- The compliance piece needs to be done asap.
- A supplemental objective was added: Recognize the challenges of a device rich classroom and create best practices to handle. Discussion that students mental health and anxiety related to social media and phones. Can we have rules or best practices in place to get in front of kids and phones in the classroom?

The meeting adjourned at 3:33pm

**Action Items**

<table>
<thead>
<tr>
<th>Action/Description</th>
<th>Assigned To</th>
<th>Action taken by Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Josh will work with Dr. Snell and Dr. Laporte regarding the three year renewal and issue a vote within Qualtrics since there were not enough voting members present. Josh will email that the five voting members present were in favor, but that we could not conduct an official vote due to the lack of a quorum, therefore an electronic vote was necessary. There was also strong support from all of the ex-officio members in attendance.</td>
<td>Josh</td>
<td></td>
</tr>
</tbody>
</table>