IT Governance Program – Teaching & Transformational Learning Technologies Committee

Meeting Minutes

March 6, 2018
1:30 – 3:00 p.m.
Computing Services Center Conference Room 04

Attendance:

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

Item 1: Welcome and Announcements
Description: General welcome and opportunity for announcements or items of interest relevant to the TTLTC.

Dr. Laporte greeted the room and discussed the importance of meeting a quorum for these meetings and the possibility of reducing the quorum from 6 to 5. A motion was made by Dr. Heather Wilkinson and seconded by Dr. Kim Dooley to reduce the quorum from 6 to 5. The motion was carried.

Item 2: Formal Vote on Objective 1
Description: Discuss the revision of objective 1 from the previous objective prioritization vote. Call for a vote to adopt.

Discussion regarding objective 1. The wording was changed to read “Develop strategies to use technologies that enhance teaching and learning”. The proposed objective was rewritten through group discussion and by Dr. Laporte. Dr. Heather Wilkinson moved to approve, seconded by Dr. Beverly Irby. The motion was carried.
Item 3: Advancing the TTLTC Objectives
Description: Review ways to work between full coverage committee meetings to advance the objectives forward.

Dr. Laporte would like to table this agenda item until the next meeting. The committee agreed to table the agenda item.

Item 4: Focus Group at TTLC?
Description: Following a meeting of the chairpersons toward collecting data for our current-state analysis, one possibility is the facilitation of a focus group at the Teaching Transformational Learning Conference.

There are several committees wanting to do a survey, but the CATIE survey just went out, so this group needs to discuss the possibility of a focus group. When this was discussed at the first meeting, we were not aware that other committees were also putting out surveys. After discussion, Dr. Heather Wilkinson made a motion to add questions to the conference survey. Dr. Laporte seconded, the motion was carried.

Objective number 2 was discussed. Why is this objective necessary? Should it be directed towards students? Dr. Kim Dooley recommended modifying the language in objective 2 to read as “use existing data or collect data as needed”. The goal is that we need to see what faculty are using and why. What is really needed?

Dr. Laporte had to leave for a teaching obligation. Dr. Wilkinson agreed to stand in as chairperson in her absence.

Item 5: LMS Sub-Committee
Description: Set the scope and charge for the learning management system sub-committee. Call for volunteers and set dates for deliverables.

The general scope for the sub-committee is to lead the selection process for the next learning management system. The sub-committee will refine the scope and objectives further.

When choosing a learning management system in the past, the previous committees struggled to come up with criteria for the evaluation process of these systems. Members on the sub-committee do not need to be members of the IT Governance - TTLTC Committee. The TTLTC would like to have all disciplines represented and have heavy users of learning management systems on the sub-committee or consulted by the sub-committee in the future.

Volunteers for the sub-committee:

Dr. Heather Wilkinson
Dr. Catharina Laporte
Dr. Tim Scott (ex-officio)
Dr. Jim Snell (ex-officio)
Added to the sub-committee charge: 3.4 Current state analysis of LMS usage across the University (include TAMUG/TAMUQ/Law/HSC).

Motion made by Dr. Kim Dooley to adopt the changes and seconded by Daniel Munoz. The motion carried.

**Item 6: New Members**
Description: Follow-up discussion to finalize the need for additional faculty members to join this committee.

The item was tabled.

**Item 7: CATIE Activity**
Description: The TAMUS Council for Academic Technology and Innovative Education recently presented the progress of the council at the TAMUS Tech Summit. Joshua Kissee will share the information gained from the presentation.

Josh met with CATIE representatives at the Tech Summit. He also met with Dr. Michelle Duran who is the chair the CATIE committee. Dr. Duran has agreed to begin sharing relevant information from CATIE with the TTLTC. Josh agreed to send relevant information from the TTLTC to CATIE in an effort to help inform both committees.

The committee planned to meet again in April to approve potential members of the sub-committee and advance the TTLTC objectives.

Dr. Kim Dooley moved to adjourn, Dr. Tim Scott seconded. The meeting adjourned at 2:59pm