IT Governance Program – Teaching & Transformational Learning Technologies Committee

Meeting Minutes

April 19, 2019
10:30a.m.-12:00p.m.

Computing Services Center, Conference Room 04

Attendance:

<table>
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<tr>
<th>TTLTC Members</th>
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<th>Ex-Officio Members</th>
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<tr>
<td>X Dr. Christian Brannstrom</td>
<td>Dr. Tim Jacobs</td>
<td>Dr. Karen Butler-Perry</td>
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<td>X Dr. Craig Coates (Co-Chair)</td>
<td>Dr. Catharina Laporte (Co-Chair)</td>
<td>Regina Greenwood (Ex-Officio)</td>
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<td>X Dr. Trina Davis</td>
<td>Ethan Albert Martinez</td>
<td>Dr. Ann Kenimer</td>
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<td>X Dr. Kim Dooley</td>
<td>Dylan Murray</td>
<td>X Dr. Jim Snell (Ex-Officio)</td>
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<td>X Tracy Hammond</td>
<td>X Dr. Heather Wilkinson</td>
<td>X Jalal Moussoui</td>
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<td>X Dr. Beverly Irby</td>
<td>X Kris Wuensche</td>
<td>X Dr. Jocelyn Widmer</td>
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<th>ITG Program Support</th>
<th>TTLTC Guests</th>
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<td>X Sharon Gibson-Mainka</td>
<td>X Ethel Vaught</td>
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<td>X Missy Mouton</td>
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Minutes: Scheduled Business

Item 1: Welcome & Announcements

Description: General welcome and opportunity for announcements & items of interest relevant to the TTLTC.

- Dr. Laporte: The second TTLC is May 1 & 2. Sharon and I will be presenting there.
- Dr. Wilkinson: 21st Century classroom building - now taking proposals to be able to teach in this building. It is planned to open Fall of 2020.
- Sharon: Introduced Ethel Vaught, she will help provide support for the IT Governance.
- Dr. Laporte: Discussed LMS report and the data in the survey conducted. A final report will be created from this data and distributed to the TTLTC via BoardEffect.
Dr. Catharina Laporte discussed Annual IT Security assessment survey sent out that is closing today for non-it professional use for equipment on campus. The survey was written by IT professionals, but there were many non-IT recipients.

- The wording is the same for all audiences, which makes it difficult for non-IT people to understand. Many other committee members also reported issues with completing this survey.
- From a PI standpoint- all stakeholders had to fill out the survey as well.

Action Item: Dr. Laporte feels a memo should go to the IT security and risk group to address some of these issues.

Sharon: EAC Committee update: There is a task force created to create two service catalogs, one for equipment and one for software.

- There will be a request to add people to this committee going out soon.
- Dr. Beverly Irby discussed that she participated in a new APA training and wondered if that is something that should be looked at University wide.

Item 2:   Call for new Committee Co-Chair
Description:   Discussion and proposal for new committee co-chair or parliamentarian for the Committee.

- Dr. Laporte’s term with the committee is ending. The committee needs a Co-Chair/Parliamentarian to serve with Dr. Craig Coates.
- Sharon Mainka will send out any nominations in BoardEffect and will distribute for vote.

Item 3:   Update from Peer Review Writing Tool Task Force
Description:   Update on the progress from the Peer Review Writing Task Force.

- Dr. Craig Coates reported that this is task force is on hold until an LMS is selected, so there is no update at this time.

Item 4:   Call for Task Force to begin review of duplicated services across the campus
Description:   Request for Task force members to determine how to identify and review duplicated services across campus as related to Objective 3 and discussion of potential approaches.

- Dr. Laporte feels that instead of this item, that we first revisit our objectives instead, and those in attendance agreed.
- Dr. Laporte suggested that BoardEffect be used in the future when there are items that need to be discussed at following meetings.

Item 5:   LMS Update
Description:   Update of the LMS Review from the LMS Subcommittee.

- The LMS Subcommittee will be drafting their recommendation report this week.
- The report will be posted in BoardEffect for this committee’s vote on April 29, 2019.
- The report is being distributed BoardEffect so that we can collect feedback before the May 15 meeting in case any revisions are requested from the report.
- Report includes data from the University-Wide Survey, Back end report, reports from EIR, AEFIS, Turnitin, Feedback forums, and feedback from the LMS demonstrations.
- If TTLTC votes to accept the report, it will be forwarded to the SITC on May 17 for their review, then forwarded to the EITC for a decision.

Next Meeting May 15th.