IT Governance Program – Teaching & Transformational Learning Technologies Committee

Meeting Minutes

October 19, 2018
10:30a.m.-12:00p.m.
Computing Services Center, Conference Room 04

Attendance:

<table>
<thead>
<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>X Dr. Catharina Laporte</td>
<td>X Regina Greenwood (Ex-Officio)</td>
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<td>X Dr. Trina Davis</td>
<td>Daniel Munoz</td>
<td>X Dr. Jim Snell (Ex-Officio)</td>
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<td>Dr. Kim Dooley</td>
<td>Tyler Raszick</td>
<td>X Dr. Ann Kenimer (Ex-Officio)</td>
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<td>Dr. Tatiana Erukhimova</td>
<td>Dr. Tim Scott</td>
<td>Ron Szabo (Ex-Officio)</td>
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<td>Dr. Beverly Irby</td>
<td>X Dr. Heather Wilkinson</td>
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<td>Dr. Tim Jacobs</td>
<td>Dr. Mark Zoran</td>
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<th>ITG Program Support</th>
<th>TTLTC Guests</th>
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<tr>
<td>Juan Garza</td>
<td>X Jalal Moussouli</td>
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<td>Joshua Kisse</td>
<td>X Chris Wuensche</td>
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<td>X Missy Mouton</td>
<td>X Dr. Craig Coates</td>
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<td>Lea Ann Westmoreland</td>
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Minutes: Scheduled Business

**Item 1:** Welcome & Introduction of Members
Description: General welcome and opportunity for announcements & items of interest relevant to the TTLTC.

- Round table introductions of the members

**Item 2:** LMS Sub-committee Update
Description: A report of progress from the LMS Sub-Committee meeting on October 17 and related activity.

- Chris Wensche missed the LMS meeting in September and requested a link where she can view information on that meeting.
  - Meeting was recorded and link will be distributed.
Determined that the LMS subcommittee will meet every two weeks going forward to meet the May deadline to report their recommendation to the SITC Committee.

LMS= Learning Management System. Our current LMS is Blackboard/eCampus and must be replaced or upgraded.

Dr. Heather Wilkinson reported about various committees formed in the LMS subcommittee:
  - Front end group: People that will evaluate the list of needs and their availabilities in the systems being considered
  - Back end group: IT People who are familiar with various Admin functions for the LMS
  - Communication Committee: To orchestrate and plan how we engage with different companies as well as faculties and students.
  - Implementation committee might be formed later to help implement the new system

Josh Kissee and Catharina Laporte have been reading a lot of research on these kinds of transitions. Literature shows that communication, time, and faculty investment and involvement are important to make this process successful.

Discussion about the fact that the committee considered that the LMS be adopted by everyone (on campus).
  - The committee determined this was not something they wanted to champion.

Catharina reported that Dee Childs invited Tara Gray to the LMS Sub-Committee. Tara is the Director of the Division of Human Resources and Organizational Effectiveness.
  - There was discussion about using the LMS as a training hosting/tracking option.

Catharina explained that this was the fourth charge for the TTLTC committee and that it was so large, this sub-committee had to be formed.

Item 3: Advancing Objective 3
Description: From the September meeting, the TTLTC determine to focus on Objective 3 – Recommend teaching related services that could be consolidated or eliminated. This discussion will center around actions needed by the TTLTC to determine a methodology for the process, identification of services, and the contrast between when to deliver services centrally vs locally.

- 2 forms of options for data: TTLC Conference and survey conducted by Juan Garza and Regina Greenwood from IMS
- Heather Wilkinson discussed the possibility of surveys and that we do a lot of shared services and sometimes have too many surveys sent out to faculty.
- Juan Garza will speak at one of these meetings to discuss the data they received
  - The survey was for Objective 2, but we postponed that to wait for data from Juan Garza.
- The infographic on Technology & Learning can be found on the Google drive under “Research & Working documents”.
  - 25% of respondents expressed ambiguity with using technology
  - 45% of respondents expressed difficulty with using technology when teaching
- The committee needs to begin with the end in mind if a survey is going to be created and determine exactly what they want to know before designing questions
  - Catharina shared that all of the IT Governance committees want to do a survey
  - The RITC Committee has a charge that required putting out a survey to see what services can be outsourced and whether or not it will be centralized or local.
- This committee could work with the new DE group to create the survey to get data both groups could use
• Discussion about creating a survey that described what technology services and trainings are available, examples being technologies (pod cast rooms) and Instructional Staff and how many are there and can they be shared.
  o Need to ensure form gives flexibility to add items not on the list
  o Ultimate goal would be to provide a list of services available on campus
  o Would also provide an idea about what faculty development is needed to support this technology
  o Would be beneficial to have a University Wide Faculty Development Calendar
• We do not have a centralized list of instructional technology types of groups on campus.
  o This could be done in the same manner as StudyHub. It would require knowing what each office was doing.
• It was discussed that the committee can come up with this system, but someone would have to own it and manage it regularly. If it is continually updated, it could be advertised and filtered out to other departments, but if it is not kept updated it becomes useless.
  o Consideration needs to be given to what costs would be associated with creating & maintaining something like this
• For next meeting: Catharina will put together a draft of an inventory form that we can go through as a group.
• Once completed, the form could be sent to AOC deans to complete/distribute for completion

Item 3: Advancing Objective 1

• Objectives 2 & 3 have been addressed. Objective 1 also needs to be addressed by the committee.
• Objective 1: Develop strategies to better use technologies that enhance teaching and learning.
• Catharina reviewed the objective and purpose of the committee at the request of the committee members.
  o Discussion about how the objectives and purposes were developed and how the committee should proceed addressing each of the objectives

For next meeting’s agenda:
• Presentation of Juan Garza’s data
• Discussion on the format of these meetings. Possibly consider only addressing LMS at every other meeting as not to monopolize so much time at each one.
• For next meeting: Catharina will put together a draft of an inventory form that we can go through as a group.

Meeting adjourned at 11:52 am