IT Governance Program – Teaching & Transformational Learning Technologies Committee

Meeting Minutes

October 18, 2019
10:30 a.m.-12:00 p.m.
Computing Services Center, Conference Room 04

Attendance:

<table>
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<tr>
<th>TTLTC Members</th>
<th>Ex-Officio Members</th>
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<tr>
<td>X Dr. Christian Brannstrom</td>
<td>X Regina Greenwood</td>
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<td>X Dr. Craig Coates (Co-chair)</td>
<td>Dr. George Cunningham</td>
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<td>X Paloma Cuello Del Pozo</td>
<td>X Isabelle Elizalde</td>
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<td>Harlan Gabriel</td>
<td>Dr. Ann Kenimer</td>
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<td>X Dr. Heather Wilkinson</td>
<td>X Jalal Moussou</td>
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<td>X Kris Wuensche (Co-chair)</td>
<td>X Dr. Jocelyn Widmer</td>
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<th>ITG Program Support</th>
<th>TTLTC Guests</th>
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<tr>
<td>X Sharon Mainka</td>
<td>Carlos Lucio</td>
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<td>X Missy Mouton</td>
<td>Jana McDonald</td>
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<td>X Ethel Vaught</td>
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Minutes: Scheduled Business

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

- Round table introduction for new attendees.

Item 2: Roberts Rules of Order and BoardEffect
Description: Overview of Roberts Rules of Order and BoardEffect software.

- Sharon Mainka discussed and demonstrated how to use BoardEffect - tamu.boardeffect.com.
- Sharon distributed a handout to review Robert's Rules of Order, as it is what is followed for all meetings. This handout will be put into Google Docs. Sharon also discussed how to access the Google Drive.
Item 3: **Zoom Update**

**Description:** *Update on Zoom user limits and Zoom Rooms.*

- Carlos Lucio gave an update on Zoom rooms.
- There was discussion regarding Zoom polling being used in new faculty orientation, as well as teaching. Discussed the possibility of a Zoom chat room. Jocelyn Widmer explained that this is currently being looked into, that we will have connections across campus as this hardware is installed and put some sort of network together to keep us in the loop on how it is working.
- Christian Brannstrom discussed concerns regarding some negatives such as professors teaching their class through Zoom unauthorized and how to prevent this. Also, the transcription is good, but needs to get with Disability Services on the transcription to make sure there are no accessibility issues.

Item 4: **Review of Committee Objectives**

**Description:** *Review of the committee objectives and how to move forward with addressing the objectives.*

- Craig Coates discussed this item and began by pointing out the remaining objectives, which are listed on the agenda that was handed out.
- Craig reported that he talked to individuals from the Provost office about this committee and they were very interested in what we are doing. See Craig’s document posted in Google Docs that detailed these objectives he captured.
- Sharon discussed a few points:
  - IT is in process of creating their strategy and will send a survey to the faculty and university as a whole asking them what they think our strategy and focus should be. This will tie to Vision 2025 for the university and those responses will hopefully give us direction to focus on.
  - We also want to make sure that our objectives align with the university’s vision as a whole.
- This committee could be one to make recommendations and reports to a higher level on help the faculty make more informed decisions. It was discussed how this committee should be a part of writing policy and it going to the SITC committee.
- The second objective could add recommendations for the policy. The word “restricted” should be added as well. This was updated as discussion continued.
- The document Craig discussed also had some TTLTC action items to be reviewed.
- Another committee is also writing technology standards – Sharon discussed the process they used and that it has worked well. Something for this committee to consider if we are going to take this approach is to pick three things to focus on and break into groups or task forces to accomplish. Discussed maybe starting on non-LMS issues.
- Everyone should make comments on Google Drive so we can make decisions next meeting on what objectives to do.

Meeting adjourned 12: 00 p.m.