IT Governance Program – Teaching & Transformational Learning Technologies Committee

Meeting Minutes

December 13, 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>Dr. Christian Brannstrom</td>
<td>Dr. Joanna Goodey Pellois</td>
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<tr>
<td>Rebecca Burns</td>
<td>Dr. Beverly Irby</td>
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<td>Dr. Craig Coates (Co-chair)</td>
<td>Dr. Lucas Macri</td>
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<td>Paloma Cuello Del Pozo</td>
<td>Dr. Heather Wilkinson</td>
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<tr>
<td>Dr. George Cunningham</td>
<td>Kris Wunschke (Co-chair)</td>
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<td>Harlan Gabriel</td>
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<tr>
<th>ITG Program Support</th>
<th>TTLTC Guests</th>
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<tr>
<td>Sharon Mainka</td>
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<td>Missy Mouton</td>
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<td>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 committee.

- Sharon announced that she uploaded Educause reports into the committee drive.

Item 2: **Dean of Faculties Office Update**
Description: Announcements from the Dean of Faculties Office

- Heather Wilkinson provided the report.
- The 20th Century classroom building kick off went well.
- Transformation Teaching grants are finished and are being reviewed. So far, the vast majority have met the criteria. It is expected to be completed and posted to website by next Friday. Heather will bring
information on this to the next meeting. 144 proposals were received, which included over 278 participants.

**Item 3: Objectives Vote Results**

Description: *Overview of the results of the committee objectives for 2019-2020*

- Sharon Mainka went over the votes found in BoardEffect.
- Objective 1: eight people voted and all FOR
- Objective 2: eight people voted in favor
- Objective 3: Wasn’t seen online- Voted in person at this meeting, all in favor and none opposed.

**Item 4: Top 10 Infographic**

Description: *Discussion of items to include in the Top 10 considerations for selecting an Instructional Technology Infographic*

- This document was put online for viewing and is titled, “Consideration for Selecting Instructional Technologies.” This doc was reviewed and changes made in Google Drive.
  1. Student needs
     - Suggestion to add that it is mobile friendly.
  2. Specific learning objectives
     - What learning analytics are provided?
     - Does the tool foster student collaboration, learning, and/or engagement?
  3. Is there a similar tool in use on campus already?
     - What course mode delivery method is this tool most used in (face to face, online, hybrid)?
  4. Has the tool been reviewed for security and accessibility?
     - Link to accessibility office and security office.
  5. Does technology in the classroom support this tool?
     - Will the students be required to have specific devices (Clicker, specific operating systems, Apple/Android etc.)?
  6. Does the tool use TAMU single sign on and two-factor authentication?
  7. Are student grades stored in the software?
     - What is vendors retention policy for this data?
  8. What does the End User License Agreement include (EULA)? This one is exceptionally important and Jon Pryde will talk about this and make a presentation in February.
  9. Does the tool integrate with the LMS?

- Sharon asked everyone to go view the doc and make any edits.
- Many updates, see notes on doc online.

Adjourned 11:57 a.m.