10 Present: Christine Beard (TRST), Anthony Costa (Library), Mamie How (ETO), Michael Malachowski (Biology), Carol Reitan (TLC), Ed Stering (Foreign Languages), Darian Taha (CNIT), Janet Willett (ET0/TMI), Peter Wood (CNIT), Christina Yee (Language Center)

The meeting was called to order at 2:00 p.m.

Minutes: The minutes of the December meeting were approved with minor changes.

Old Business: Reports & Updates

Website Redesign: Mamie How (member of the subcommittee for the website redesign) reported that EMG will work on the website and make recommendations for portal implementation, rather than implement a portal.

The Mission campus meeting will take place on March 3 in room 408 at the new Mission Campus. A ½ hour business meeting will be followed by a tour of the Mission campus, led by Mission Campus librarian Sirous Monajami.

Online Course News: LERN 55, a course to prepare students for learning online will be offered for the first time in Summer 2008. Students will be encouraged to take it before their first online course. Staff in the Learning Assistance Center and the Language Center will be trained to assist students with basic WebCT skills and to change passwords.

Testing Center: Further discussion concerning a possible testing center suggested that it could perhaps be housed in a new student services building. Michael Malachowski would like to free up class time from testing and create online tests for department-wide use.

Progress report on new course management system selection: Janet Willett reported that we are getting closer to a decision. The biggest barrier to a decision surrounds epacks and easy migration of quizzes. More conversations with users of Angel Learning will be held on Tuesday, Feb. 5. Instructors currently using Blackboard CE6 will be the first to migrate their courses. Assistance will be offered to teachers to migrate their courses. The migration calendar is still to be worked out (possibly Fall 08-Spring 09).

New Business

Faculty evaluation revision for Telecourse faculty: The student survey for online courses was examined to investigate developing a similar one for the telecourses–similar to student survey for in-person classes – the completed survey for telecourses will be negociated with AFT prior to deciding on the final version. Discussion revolved around
adding an additional question concerning the clarity of the teachers’ instructions on the process of taking both a telecourse and an online course. Additional comments surrounded the difference in format of the survey as delivered online; letters were used instead of numbers and were displayed vertically rather than horizontally. It was noted that the differences are a function of the tool (WebCT) used to deliver the surveys. It was also noted that it is important to line up the questions in the same way across surveys of courses in these different modes so that comparisons can be made. The membership was asked to suggest modifications to the survey for use with telecourses. Mamie How and Janet Willett will speak with Dean of Instruction and consult with telecourse instructors to continue modifying the survey for telecourse students.

**Online Student Survey Redesign:** The Online Student Survey revision was tabled until another time. At the last meeting, suggestions were to shorten the survey to 10-15 questions and perhaps integrate questions on student learning outcomes. The TMI has given survey four times from Fall 05 to Fall 07 and the results stay the same semester to semester.

**Threads for future discussions: How technology can assist with efficiencies in a tech-enhanced course:** A goal of TLTR for this semester could be to focus on the role of technology to enhance face to face courses using technology for what it does best. It was suggested that the day before FLEX be used to showcase some currently used best practices; Physics dept. uses online quizzes in WebCT to check comprehension in previous day’s reading/lecture assignments. The RN dept. posts lectures online in WebCT to free up some time for simulations of emergency room techniques. Spanish used online communication tools in WebCT for projects with a Barcelona school. It was noted that at Alemany, non-credit high school diploma students could use online components – audio/visual lectures to increase “attendance” and interest. It was suggested to communicate with instructors campus-wide. Train the trainer activities were suggested to reach out to other CCSF campuses and locations.

The meeting was adjourned at 3:45 p.m.