Teaching and Learning Technology Roundtable (TLTR)  
APPROVED Minutes of meeting:  February 14, 2005  
CCSF, Ocean Campus, R 518  
Submitted by Edward Stering, Secretary

13 Present:  Morris Bibliowicz (ESL), Patty Chong-Delon (CSCD), Patricia Delich (ETO), Brian Ellison (Office of Instruction), Vic Fascio (ITS), Tom Hetherington (DSPS), Mamie How (ITS, ETO), Yevgeniya Malamud (LAC), Pam Mery (ORPG), Doug Re (ITS), Carol Reitan (TLC), Edward Stering (Foreign Languages), Janet Willett (TMI)

TLTR Co-chair Carol Reitan called to order at 2:15 p.m.

The minutes for the December 6, 2004 meeting were approved with two typographic changes.

All present introduced themselves, and past Co-chair Janet Willett was welcomed back from her sabbatical leave.

Old Business:

Survey of Online Faculty
Janet Willett presented her report on the survey of online faculty. It was distributed and discussed. The report statistically showed the breakdown of all 27 responses. Data were clear in most cases, but some clarification or rewording of survey questions was suggested. Janet plans to repeat the survey with all online faculty every two years, but may survey new online faculty earlier. Janet is preparing an addendum for the Education Technology Master Plan as part of the WASC report. The survey included some questions from the state chancellor’s survey and some questions created at CCSF. Open-ended questions were seen as valuable additions to the multiple-choice questions. Results of the survey pointed to the favorable effect of interactivity on persistence by students. Expanding the survey to include faculty who teach technology-enhanced courses was discussed; however, not all such courses are known because some instructors use Web-based resources without being involved with the TMI staff.

Strategic Priority #7
Pam Mery presented the statistical report on college performance indicators (CPI) regarding Strategic Priority #7, i.e., upgrading and expanding technology systems to enhance learning, optimize resources and the like. The survey blanketed all faculty and was first administered in December of 1997. Three surveys have been performed to date. All occurred before the desktop computer roll-out. Discussion suggested that training opportunities are abundant for timing of training sessions is problematic. It was concluded that there is no one time that is best for training. Giving time-off from usual
duties in order to be trained was seen to add perceived value and importance to the training. It was decided that Pam’s questions would be rolled over to the March agenda:

- What do the data suggest for the strategic priority?
- What do we need to know beyond the knowledge that the data provides?
- What do we know that is not based on the survey data?

New Business:

Banner Upgrade
Doug Re reported on the Banner upgrade and highlighted some of the differences between the old version and the new Web-based version. The new Banner upgrade will be installed over President’s Day Weekend. Online courses, Groupwise email and Web access will not be affected. The upgraded version of Banner can be accessed at an optional broadband speed, but particular software is necessary.

WASC Report
Dean Brian Ellison reported on the WASC report writing process as it relates to the six themes, such as Student Learning Outcomes. The reports will be shared with the whole faculty in early fall. The WASC report will go to the printer in November. During March of 2006, the visitation committee will be on campus.

The next meeting will be held at Southeast Campus in Room 203 from 2:00-4:00 PM on Monday, March 7, 2005.

The meeting was adjourned at 4:00 PM.

Minutes can be found at http://www.ccsf.edu/tltr