Teaching and Learning Technology Roundtable (TLTR)
Minutes of meeting: March 7, 2005
CCSF, Southeast Campus (SEC), Rm. 203
Submitted by Edward Stering, Secretary

11 Present: Patty Chong-Delon (CSCD), Patricia Delich (ETO), Kristin Hershbell Charles (RPG), Mamie How (ITS, ETO), Veronica Hunnicutt (Dean, SEC), Yevgeniya Malamud (LAC), Pamela Mery (ORPG), Carol Reitan (TMI), Edward Stering (FL), John Tam (ITS), Janet Willett (TMI)

TLTR Co-chair Carol Reitan called to order at 2:05 p.m.

Appreciation
Carol thanked Dean Hunnicutt for hosting the meeting at Southeast Campus.

Southeast campus
Dean Hunnicutt summarized the highlights of SEC’s mission and programs; for example, the biotech training programs include: “Access Excellence,” “On Ramp” and “Bridge to Biotech.” Other programs include the following: Certified Nursing Assistant, Hekima for the at-risk student, ESL, and The Working Adults Degree Program. TMI offers computer labs and training; John Tam has prepared a new computer lab at SEC over the winter break, and he forecasts the need for a math lab.

The minutes for the February 14, 2005 meeting were approved with two typographic changes.

All present introduced themselves.

Old Business:

The Master Plan
Pam Mery clarified that Dean Gabriner (ORPG) has requested a sense of the data and the status quo in Strategic Priority #7.1. In fall 2005 there will be a third-year review of the six-year Master Plan.

Janet Willett distributed photocopies of this priority as it appears in the Master Plan and of the Progress Report to TLTR. Outcomes and recommendations for #7.1.A were approved. These include the institutionalization outcome: in the case of large departments distance learning course units have been absorbed, while distance learning units assigned to TMI are being provided to small departments that cannot convert classroom course units to distance learning units. TMI carries about 40 units per
semester. Janet explained an initiative for veteran faculty to mentor other faculty who are new to distance learning instruction. The initiative received the unanimous support of the TLTR.

Janet reported that studies for #7.1.B continue.

Faculty training has extensive access as detailed in #7.1.C: the Model for Technology Integration is completed and the long-range plan is on the agenda for the Academic Senate and the College Council.

The data for #7.1.D include evaluation surveys of training activities and instructional technologies, as well as reports on ORPG statistics, TMI surveys of student, and TMI surveys of faculty.

The report for #7.1.E (EATV programming) is pending. Broadcast Electronic Media Arts Department chair Francine Podenski and faculty member John Odell will be invited to the next TLTR meeting.

Nichol Chan of the Office of Matriculation and Assessment/Testing has completed the report for #7.1.F. He will be invited, also.

The “one-stop portal” referred to in #7.1.G has been postponed, possibly to be addressed in a future bond measure.

Regarding #7.1.H, Mamie How reported that the inventory is finished and upgrades continue as funds become available. Furthermore, Ethernet has been added to one Batmale lab, the feasibility of wireless Internet access in the cafeteria and the student union is under study. Mamie distributed photocopies of a computer lab update for TLTR. During the 2004-2005 fiscal year more than two hundred computers have already been installed using funding from the instructional equipment block grant. The lists show the labs receiving new computers and labs receiving equipment upgrades. Furthermore, another list names the labs scheduled for new equipment in summer 2005, an additional 86 computers. Data from 2003-2004 was included, also.

Finally, #7.1.I is covered in #7.1.C, and #7.1.J is pending the completion of the #7.1.D report.

**College Performance Indicator Report**

Pamela Mery continued the discussion begun in the last meeting. There is a need for more definition of the process of data collection. The new survey is especially necessary because the last one was prior to the rollout of computers. The existing CCSF Information Technology Survey of Faculty and Staff document was revised. Some self-evident items were omitted because they do not add to the conclusions that might be drawn from the survey statistics. Additional survey items were suggested; for example, it would be important to know what percentage of faculty use an electronic grade book or spreadsheet to record and calculate student grades. A few changes in the wording of
retained survey items were made. An updated draft of the survey will be distributed via the TLTR listserv.

TLTR made a number of recommendations based on the trends apparent in existing data collected in early surveys. The related implementation and training programs should be continued and expanded. Additional space for increased Educational Technology staff is needed. Additional technology needs to be dedicated to student services.

Next meetings
April 11, in R518 at 2:00-4:00 PM
May 2, in R518, 2:00-4:00 PM

The meeting was adjourned at 4:15 PM.
Minutes can be found at http://www.ccsf.edu/tltr.