Teaching and Learning Technology Roundtable (TLTR)  
Approved Minutes of Meeting: April 12, 2004  
Ocean Campus, Rosenberg Library Rm. 518

Called to order at 2:12 PM by faculty co-chair Janet Willett

Present: Janet Willett, Mamie How, Edward Stering, Francine Podenski, Carol Reitan, Tim Su, Morris Bibliowicz, Kristin Hershbell, Tom Hetherington, Patricia Delich and Diana Mo-Yung, who as a student representative attended for the first time.

Minutes for the March meeting were amended and approved.

Old Business:
1. Master Plan, Strategic Objective 7.1: Activity a (Support the institutionalization of online learning classes, as appropriate, based upon evaluation of course effectiveness). A recommendation statement will be presented to TLTR for discussion at its next meeting.

2. For Activity C of the Master Plan that TLTR has been annotating, Carol Reitan presented information about three TLC projects:
   - SBC-funded faculty web template project: pilot participants will use a professionally designed template to create an instructional website. Faculty will receive training to maintain their site and mentor four additional faculty.
   - Because the College has purchased additional user licenses of WebCT, more instructors may opt to use it with their face-to-face courses. Training will be offered as a joint venture between the TLC and the TMI.
   - The TLC will continue to tailor training to meet specific needs of Departments and instructors.

TLC staff welcomes Departments with specific training needs to contact them to arrange sessions at locations and times convenient to them. Additionally, TLC staff offer to meet with instructors who are planning technology projects with their classes but who do not yet have the confidence to teach the technology component to their students. TLC staff will come to the instructors’ class and teach the technology component with the idea that the instructor will take over that portion in subsequent semesters.

New Business
Podenski reported on CCCSAT (California Community College Satellite Network). Despite funding obstacles, there is a new initiative to have regional
production centers. The centers would produce video content for the system; for example, CCSF has videotaped "A Midsummer's Night Dream," which could be distributed through CCCSAT. Video content could also include the various keynote speeches of chancellors and presidents in the California Community College system. CCSF is currently a designated downlink site. Other sites have uplink as well as downlink capacity. There is also an initiative to create a CCSF-based news program, and a sponsor, such as PBS, is being sought. Please note, CCSF faculty can download a CCCSAT program for free as a condition of our membership: www.cccsat.org

Willett and Delich reported on collaboration with the Business and Technical College of Northern Denmark (EUC Nord) and the University of Aalborg involving problem-based learning and project organization methods of teaching as applied to online learning. At the present, the CCSF Business Department and the Office of Technology-Mediated Instruction are collaborating with EUC Nord via a grant from the TransAtlantic Center for Applied E-learning.

Diana Mo-Yung, as a student representative, requested to be put in contact with the appropriate person in the Career Center to discuss the possibilities of making a phone, fax, and a copy machine available for students to use there. There was also a suggestion for using technology to disseminate the career listings.

Adjournment at 4:00 PM.

Respectfully submitted,
Edward Stering
Minutes Secretary, TLTR