

Teaching and Learning Technology Roundtable (TLTR)
Minutes of Meeting: May 3, 2004
Ocean Campus, Rosenberg Library Rm. 518

Called to order at 2:00 PM by faculty co-chair Janet Willett

Present: Morris Bibliowicz, Patricia Delich, Brian Ellison (administrative co-chair), Bonnie Gratch-Lindauer, Kristin Hershbell, Mamie How, Diana Mo-Yung (student member), Carol Reitan, James Rogers, Nadine Rosenthal, Denise Selleck, Edward Stering, Tim Su, Janet Willett

Minutes for April 12, 2004 meeting of TLTR were read and approved with amendments.

Old business:

1. Update of SBC pilot project by Carol Reitan (TLC Coordinator): The template for easy website authoring is almost ready. It uses the Macromedia application called Contribute. About 10-12 participants have been selected, and a waiting list has been established. The orientation for participants would be held May 14, 2004. Several departments and campuses are represented by the participants. This pilot program will determine whether the website template will become generally promoted in the future. Mamie How suggested that a second pilot program for website template utilization might be developed for ESL non-credit faculty.
2. Update regarding TLC Coordinator position by Mamie How: Enough residual funding remained in a Grant account to back-fill this position for next year. It was noted that the Language Center position which was vacated when Carol Reitan became TLC Coordinator needs to be re-established, when funding for a full-time faculty TMI Coordinator is funded.
3. Update regarding summer computer lab moving by Mamie How: Due to construction at the Mission Campus, the computer labs will be relocated to a site at 17th Street and Alabama. The air-conditioning retrofit in the computer lab at John Adams campus may be postponed. And a new computer lab is likely in spring 2005 at the Alemany campus.
4. Intersession technology workshop schedule by Carol Reitan: June 1-2 offers several workshops ranging from GroupWise Web Client to a Summer Mac Camp. Some will take special interest in the "Care and Feeding of you Mac" session. Flyers would be distributed to all faculties with details and schedule information. It was also noted that the @One workshops have virtually "sold out." It a related matter, it was noted that mandatory attendance without pay at a GroupWise workshop for part-timers is a fairness issue of interest to the union.
5. Title 3 projects by Nadine Rosenthal: One half of the grant is ear-marked for Basic Skills. During 2002-2003, ESL developed Research and Library use projects. Space in the Media Center in Rosenberg Library has become an ESL Lab. Alma Cabahug has worked in the development of WebCT based lessons and the acquisition and availability of software. During 2003-2004 the Lab is being upgraded to 26 computers and there will be new Reading Lab software. It was

noted that the Math Department is developing its own online lessons using videotaping resources at CCSF. The Math Department is planning to relocate the Math E lab from a Bungalow to a room suitable for computers. Tim Su pointed out that the National Science Foundation has an Adapt Program which may be a source of additional funding. During 2004-2005, Math will continue to develop lessons for access through a WebCT shell.

6. Summary of Spring 2004 progress on Master Plan, Strategic Objective 7.1 by Janet Willett: (see memorandum for further details)
 - a. Activity A:
 - i. TLTR has identified courses that require institutionalization.
 - ii. In conjunction with the office of Research and Planning, TLTR has reviewed many courses for student satisfaction and all courses for levels of enrollment.
 - iii. More courses will be evaluated for student satisfaction and all courses will be reviewed for faculty satisfaction in spring 2005.
 - iv. The final recommendation for institutionalization policies which recognize the distinct circumstances of small versus large departments will be written following further discussion with stake-holders in administration and with the Council of Department Chairs. Also, when an institutionalized online course is not offered, the units will revert to TMI for a new offering from any department.
 - v. Courses currently identified will be institutionalized.
 - vi. Text of recommendation: The Office of Instruction shall continue to fund existing online courses successful in their enrollments and student success rates, as measured by retention, grades, and/or qualitative data, in departments that do not have the resources to absorb these courses.
 - b. Activity B:
 - i. Interactive TV is in discussions. Different goals are being considered. One alternative which has capabilities tantamount to video-conferencing was described as too expensive due to satellite costs. Discussions will continue. One alternative relies on Web-Cast software.
 - ii. TLTR has completed visits to other colleges which have interactive TV in place. Broadcasting has drawn up a facility support plan. Intercampus models have been defined. Whereas new technology is evolving rapidly in this field, further assessment of IP delivery is planned.
 - c. Activity C:
 - i. TLC introduced a new model for technology integration, which is described in the April minutes for TLTR. The plan was presented at the College Council.
 - ii. Online training continues. Announcements will be on the agenda for the Academic Senate meeting on the first flex day of the fall semester.

- d. Activity I:
 - i. GroupWise training was been successfully and widely provided.
 - ii. Online orientation for new staff will become available.
 - iii. GroupWise orientation information will be incorporated in the Human Resources and new tenure-track orientation sessions.

New business:

- 1. Planning for agendas in the coming year:
 - a. Looking ahead to 2004-2005, TLTR will continue addressing the Master Plan, Strategic Objective 7.1.
 - b. In preparation for the next WASC evaluation, the narrative descriptions and definitions of "Student Learning Outcomes" as relates to online instruction and technologically mediated instruction will be addressed.
 - c. The Career Center is looking to develop an online mini-course for students.
 - d. Collaboration with the online pedagogical group in Denmark will continue. The Business Department is actively collaborating at the present time.
- 2. Meetings for fall semester, 2004, usually to be held in Rosenberg Rm. 518:
 - September 13, 2:00-4:00 PM
 - October 4, 2:00-4:00 PM, perhaps at Chinatown campus
 - November 1, 2:00-4:00 PM
 - December 6, 2:00-4:00 PM

The meeting was adjourned at 4:00 PM.

Minutes respectfully submitted,

Edward Sterling
Secretary, TLTR