Called to order at 2:10 PM by administrative co-chair Brian Ellison.

Present: Elma Cabahug (ESL, guest presenter), Charles Cogdill (ESL), Patricia Delich (ETO), Brian Ellison (Office of Instruction), Tom Hetherington (DSPS), Mamie How (ITS, ETO), Yevgeniya Malamud (LAC), Diana Markham (Physics, guest presenter), Maya Novell (BEMA), Francine Podenski (BEMA, excused), Edward Stering (Foreign Language), Tim Su (Chemistry)

The agenda order was modified to begin with guest presentations.

1. WebCT: Course management software for everyone! Mamie How noted that CCSF’s license for WebCT has been extended to cover unlimited use by credit faculty in online, hybrid or face-to-face (F2F) courses. Two demonstrations were given to show how WebCT was being used in other than online courses. Both demonstrations made it clear that communication with students is improved, and greater flexibility of curriculum delivery is achieved.
   a. Mamie introduced Elma Cabahug of non-credit ESL. Elma showed how she used WebCT assignments and quizzes as a resource for ESL students’ lab time requirement. She also gave the history of doing an ESL chat room with an instructor present in the room. The advantages include improved communication with students, more variety in their lab work, timely feedback to learners, encourage students to be accountable for their learning. Disadvantages include the heavy time investment for the site developer, finding funding to staff to develop and maintain online resources, assignments not required in any course needed to be read and responded to by ESL personnel, which increased the workload of lab monitors, and links to external sites are often in need of updating. The discussion that followed the demonstration highlighted the question of access by DSPS students, and required versus optional online utilization.
   b. Mamie introduced Diana Markham from Physics. Diana explained how using WebCT for frequent quizzes saved class time for imparting more content during lecture. Since students who added the course late can easily access make-up work, and since students may be allowed more time to complete a quiz outside of class, access is improved. Diana showed how an extensive bank of questions that allows for multiple versions of quizzes can be managed.
   c. It was noted that greater support by technology curriculum specialists for instructors who are developing online resources can make the process more efficient and less of a burden on faculty time. By building in compliance with accessibility laws, re-designing and re-creating portions
of a website can be done more quickly. Also, students are automatically tracked by the WebCT software, so feedback to instructors is objective.

2. Mamie How gave a brief review of TLTR work on the Strategic Planning Items. (See minutes for May 3, 2004 of TLTR). There is a link to the Strategic Plan from the TLTR webpage in the CCSF site. Mamie announced that CCSF is contracting with the City of San Francisco’s optic fiber network to acquire the infrastructure to network all of CCSF’s campuses. Southeast Campus and Evans Campus, which are closest to the fiber optic backbone, will be connected first. Over the next 18 months, all campuses (except incomplete construction) will be connected. Broadcasting Department has initial operational status for interactive TV on the Ocean Campus.

3. All present introduced themselves. The election of a new faculty chair for TLTR to replace Janet Willett, who is on sabbatical, was postponed.

4. Mamie reported that there are 50 online courses this semester, and eleven more are in development. The Engineering Department is researching the possibility of a major made up of all online courses; perhaps, a couple of the required courses could be taken at other colleges if CCSF does not offer them as an online course. It was also noted that CCSF transcripts do not note whether or not a course was taken online or F2F.

5. Brian Ellison updated TLTR on the Accreditation Self-Study. Last spring the committees were selected and organized in four working groups. Guidelines and templates were developed and drafted. Initial evidence for the creation of the templates was researched and gathered. First drafts from the working groups should be completed near the end of this month. In the spring of this academic year, the four groups will be re-configured into six thematic work groups to conform to the student learning outcomes self-study model. There are links to a number of self-study reports from other colleges on the CCSF website. Mamie chairs the Standard 2C: Resources Work Group. Both Brian and Mamie will bring work-group drafts to TLTR for review at the next meeting.

6. Due to a scheduling conflict with the Accreditation Steering Committee meetings, also in R518, TLTR will meet from 1:30-3:00 on October 4th and November 1st this semester. The December meeting was not changed.

7. Agenda items for October 4th were noted:
   a. Further detail on Strategic Plan (Mamie)
   b. Accreditation templates for review and feedback (Brian and Mamie)
   c. Infrastructure for networking campuses (Mamie)
   d. Pilot project for website standardization using Contribute software program (Mamie)
   e. Election of faculty co-chair (Brian)

The meeting was adjourned at 3:40 PM.

Respectfully submitted,
Edward Stering
Minutes Secretary