12 Present: Kristin Charles (RPG), Patricia Delich (ITS), Terry Hall (OI), Tom Hetherington (DSPS), Mamie How (ITS, ETO), Scarlett Lui (EOPS), Yevgeniya Malamud (LAC), Francine Podenski (BEMA), Carol Reitan (TLC), Edward Stering (Foreign Languages), Pierre Thiry (CNIT), Janet Willett (TMI)

The meeting was called to order at 2:10pm

Introductions: All in attendance introduced themselves, and Carol introduced the guest: Randal Rankin.

September minutes: approved as modified.

Report of IPTV Working Group and EZEngine Demo: The IPTV Working Group. Committee met recently to address Strategic Plan Objective 7.1, Activity b. The goal is to create a report about the use of video in instruction. Determining potential costs was set as the first priority. Mamie distributed a chart showing Two-Way Interactive TV, live Teleclasses, Videoconferencing and internet technology. Then, Mr. Rankin demonstrated the ComWeb product EZEngine, whose homepage is at comweb.com. We saw that this product is used extensively in China and the United States. Portions of the demo were streamed from their server in New Jersey. It streams in one direction, but two systems could create a video-conferencing replica. Mr. Rankin suggested that the ability to easily capture knowledge for posterity is a justification for the expense. A basic system would be $15,000-$20,000 dollars. A pilot program could be arranged for free under a special arrangement. Francine favors trying this product in such a pilot program. She pointed out that there would be local expenses for a pilot program for microphones and auxiliary equipment and for tech support staff. The related issue of videotaping lectures would require an agreement that involves the college, the faculty and the union. Mamie suggested doing the library orientation as the pilot for comweb.

Internet Access at Campuses Other than Ocean (COTO): Dual-use sites such as the CCSF Castro-Valencia campus, AKA James Lick Middle School, serve hundreds of students in classrooms which have network wiring. In order to establish access for CCSF instructors there are two major issues: CCSF lease contracts with the sites would have to be negotiated to include access, and each dual-use COTO may require a separate arrangement. Furthermore, the impression is that each site has a different hardware-software contact person. Dean Bruce Smith of Liberal Arts and the CEV campus at James Lick Middle School could be the model for this process. It was noted that Banner/Web 4 and internet access is already available in the CCSF office (Room 112) at that site.
ETO Program Review: TMI Survey Questions- Janet Willett, Technology Mediated Instruction: Janet provided drafts of updated surveys to be administered to online students, online faculty, telecourse students, telecourse faculty, and department chairs. The roundtable discussed and made suggestions.

Next meeting: November 7, 2005, 2:00-4:00 PM, in R518

The meeting was adjourned at 4:03 p.m.

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