Teaching and Learning Technology Roundtable  

Minutes of Meeting: October 4, 2004  

Ocean Campus, Rosenberg Library Room 518  

City College of San Francisco  

Called to order at 1:34 PM by Dean Mamie How.

Present: Morris Bibliowicz (ESL), Charles Cogdill (ESL), Claudio Concin (Foreign Languages, presenter), Patricia Delich (ETO), Brian Ellison (Office of Instruction), Vic Fascio (TLC, ITS), Tom Hetherington (DSPS), Mamie How (ITS, ETO), Larry Klein (Behavioral and Social Sciences), Yevgeniya Malamud (LAC), Katarina Mijatovic (ESL, presenter), Melissa Munsell (A.S.), Francine Podenski (BEMA), Doug Re (ITS, presenter), Carol Reitan (TLC), Tim Ryan (ITS, presenter) Edward Stering (Foreign Languages), Tim Su (Chemistry)

The agenda order was modified to begin with guest presentations.

1. WebCT: “Course management software for everyone!” Katarina Mijatovic (ESL) demonstrated how her ESL 82 course has been enhanced with WebCT. A principal part of the course is discussion of the “textbook,” which is *Newsweek* magazine. Students, who in this case all have computers and Internet access outside of school, are required to go to the discussion board each week. They answer some basic discussion questions, read other students’ postings, and respond to another student’s posting. Katarina reports that in-class discussion has been enhanced because of these online discussion board assignments. She concludes that having a set of basic questions for each assignment gets all the students off to a good start in their thinking about the article they have read, and *all* students respond to someone else’s ideas. Students say that they like the increased communication about the reading assignments. Finally, Katarina reports that it was easy to train the students to use WebCT and the discussion board tool.

2. SBC Pilot Program for faculty web pages: CCSF has acquired a site license for the web-editing program Contribute by Macromedia. The pilot group of about ten instructors is working on web pages, then they will mentor four other instructors each. Claudio Concin (Italian) and Francine Podenski (Broadcast Electronics Media Arts) demonstrated their web pages that they created using Contribute 2.0. Currently, Vic Fascio and the pilot program staff are bench-testing the upgrade to Contribute 3.0. Besides the ease of creation and redaction, using the Contribute templates provides some uniformity of appearance to the faculty web pages. Tom Hetherington (DSPS) asked about image tags which caption graphics, and it was noted that Contribute asks for them when an image is inserted. Both presenters said that the software is very easy to use.
3. Carol Reitan (ITS) announced that Dreamweaver, FrontPage and Contribute 2.0 are all available in the faculty computer lab in Batmale Hall. Mamie How noted that there is an ongoing discussion about standardization of web pages which link to the course schedule and campus directory.

4. Doug Re and Tim Ryan gave an update on the creation of the intercampus fiber network. Except for the San Francisco Airport and the Fort Mason sites, all campuses will have a very wide band optical fiber network connection. The City & County of San Francisco was contracted to install the optical fiber. The optical fiber network will be configured in a ring, so any break in the ring will not interrupt the flow of data or voice between campuses (Only the John Adams campus will be at the end of a branch line). A hub exists at 200 Paul Street, where the CCSF network will connect with the internet and other communication lines. The network will be compatible with other institutions of higher education. Even at this beginning stage, CCSF has already won an award from CENIC for the design of the network. The optical fiber should be in place within 18 months at all involved sites, but each completed segment will go into use as it becomes available. Some uses besides general voice and data communications include: (1) distance learning between campuses, (2) video on demand, (3) hands-on learning environment in computer sciences, and (4) expanded cooperation and coordination with other educational institutions. Discussions are underway with Hewlett-Packard concerning sponsorship arrangements.

5. Mamie How distributed the draft templates for Standard III C program review. The TLTR members are asked to prepare to give feedback at the November meeting.

6. The minutes for the September meeting were approved with two changes.

7. It was decided that all meetings this semester will be held in Rosenberg 518 from 1:30-3:00 PM.

8. Carol Reitan was elected to the post of faculty chair for 2004-2005 academic year.

The meeting was adjourned at 2:58 PM.

Respectfully submitted,

Edward Stering

Minutes Secretary