Teaching and Learning Technology Roundtable (TLTR)
APPROVED Minutes of meeting: November 3, 2003
Evans Campus, Room 220
Submitted by Steve Levinson, Secretary


TLTR Co-chair Janet Willett called the meeting to order at 2:07 p.m.

The minutes of September 29, 2003, were approved as submitted.

Old Business:

Update on Alemany Campus Technology Focus
Denise Selleck informed the Roundtable that as opportunities to install new equipment in a new lab were approaching fulfillment, questions were arising about whether the District would be able to support Macs. Members of the Roundtable responded that there was little support for Macs and that in an area where Macs were concentrated for special instructional needs, usually there would be a staff member with specific responsibilities to that area. In the campuses in those areas which did not have Macs in large numbers and designated help personnel, faculty could expect support problems that would otherwise be routinely handled if faculty used PCs.

Overhead Projector Survey Results
The Next Step: Janet Willett distributed to the Roundtable the survey of department chairs on availability and use of overhead projectors. The number of respondents was very low so it was difficult to determine real needs for overhead projectors. It was suggested that if the District purchases the software to inventory room use, questions about overhead projectors should be added. The Roundtable will keep the survey results until such time as funding seems more imminent.

Discussion — Copyright Information/Policy Revision Working Group (the Teach Act Sub-group) — CCSF Copyright Information Website
Bonnie Gratch-Lindauer and Carol Reitan reported on the work of the Teach Act Sub-group. The Sub-group regards the current District Policy as general and applicable. The Roundtable was shown the content of a future website on Copyright Information with links to valuable models and definitions and appropriate citations. The Roundtable was impressed with the work done for the website and with a few small changes agreed by consensus to send it through the shared governance system for final approval.

Strategic Plan Draft and Implementation Schedule
The Roundtable considered the changes made in the Actions part of Strategic Objective 7.1 (Strengthen and expand educational technology programs) and found them satisfactory. Particular discussion centered on IPTV (see below in New Business).
New Business:

Technology Issues and Interests of Evans and Southeast Faculty
Byron Anderson from the Evans faculty reported that multimedia equipment was being purchased for the Automotive Department. Skyline and other colleges have used the equipment to put on screen material that instructors would otherwise handle by having 30 students crowd around one car. The multimedia equipment can be used in all phases of instruction and testing. Byron Anderson will be working with Automotive Chair Ben Macri to select appropriate equipment. Evans also houses the Center for Applied Competitive Technology: Garment 2000. This program teaches students to use software which enables rapid turnaround in styles and design in the fashion industry. The Engineering department is interested in the same software. Chris Shaeffer reported that at Southeast he is maintaining one of the few labs in the District that still runs the Invest Program. The Invest Program provides extensive basic skills and ESL instruction, but when the company folded, many of the District's installed Invest programs fell into disuse because of lack of support. Chris Shaeffer said he was interested in putting pre-GED and GED-prep online.

Technology Learning Center (TLC) Update
Barbara Stewart used the TLC website to show all the services available through the TLC. Roundtable members were particularly interested in some of the instruction available online for faculty and staff.

Interactive Television (ITV)
Brian Ellison explained to the Roundtable the various options for using interactive television in instruction. Internet Protocol Television (IPTV) would use the college’s data network (once we have fiber connections installed among the campuses: to deliver instruction computer lab to computer lab. This delivery system is synchronous and would provide an audio and visual connection between our campuses. Another delivery system would involve using a cable feed via our education access channel, to televise classes taught on the Ocean Campus either to other campuses, or directly to students’ homes. We currently have most of the infrastructure in place and also our television channel for delivery. This would allow for synchronous interaction between the instructor and the student via the phone system. The visual component would be in real time although it would be one-way delivery. The third delivery system would make use of DTIS’s (City and County’s Department of Telecommunication) webcasting system (provided by a vendor) to stream our telecourses and teleclasses (Delivery method #2 above) to beyond the current reaches of our cable access channel, which is only in San Francisco. The streaming occurs over the Internet. ITS will discuss with DTIS the possibility and costs of “piggybacking” off of DTIS’s current contract with their webcasting vendor. The Roundtable decided to calendar for its next meeting a discussion of what parameters might be used in deciding which courses were most appropriate for interactive television. These parameters will be forwarded to the Distance Learning Committee. For the discussion, Co-chair Janet Willett will invite instructors who have expressed an interest in developing interactive television course. Further discussion of IPTV will take place in future TLTR meetings.

Francine Podenski announced that CCSF radio was now on the intranet and would soon be on the Internet.

The meeting was adjourned at 4:05 p.m.

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