TEACHING AND LEARNING TECHNOLOGY ROUNDTABLE
Approved Minutes for November 7, 2005
Ocean Campus Rosenberg Library, Room 518.
Submitted by Edward Stering, Secretary

11 Present: Asatar Bair (Social Sciences), Nicholar Chang (Matriculation Office), Bonnie Gratch-Lindauer (Library), Terry Hall (OI), Tom Hetherington (DSPS), Mamie How (ITS, ETO), Yevgeniya Malamud (LAC), Carol Reitan (TLC), Edward Stering (Foreign Languages), Pierre Thiry (CNIT), Janet Willett (TMI)

The meeting was called to order at 2:10pm

October minutes were approved as modified.

Old business:

Internet Access at Campuses Other than Ocean (COTO): Mamie reports that Tim Ryan identified the internet access at the CCSF office in Room 112 at CEV (James Lick Middle School) as a DSL line, not a tie-in to the school’s network.

Update on Metropolitan Network: Chinatown and Mission campus will not be joined to the network until they are relocated to their newly constructed sites. John Adams and Alemany campuses have been done. Next comes the redundancy feature, which is pending digging at Wellness Center construction site. The network bandwidth is about 10 times what we are using currently. This means video applications have sufficient bandwidth.

CCC Confer-Overview and Demo, Geniya Malamud, IPTV Working Group and Carol Reitan, TLC: One goes to the (http:www.cccconfer.org) CCC Confer site, which is based at Palomar College, and selects the conference in progress and logs in as a participant. Carol set up the presentation. She sent invitations to participants, who get a password that is unique to the conference and a toll-free 866 telephone number. With 24-hour advance request, simultaneous close captioning is provided for free. The application works in IE on PCs, and for MACs, it works in Safari, but not on MAC IE. There is an anonymous polling tool. The instructor can upload his/her PowerPoint presentation or other files to be a part of the conference. Summary: The general meet-and-confer tool needs to be set up a couple days in advance. You call CCC Confer to set it up, with an option to have a recurring time. They email you. You forward one of the emails to all participants. The “host” phone controls the other phones, when the “host” speaks the other participants’ phones are muted. Pierre sees that this tool as a way to have online “office hours.” There is training available in a self-paced tutorial online, and there is a help desk. For office computers whose user does not have administrative privilege, there may need to be ports or firewall adjustments performed by CCSF tech help. There are three major modes: office hours, call and confer, and meet and confer. Geniya distributed a handout with reviews by two Confer users.
**ONGOING SURVEYS, Janet Willett:** Janet distributed a draft of survey questions for the new instrument that replaces the current survey. There will probably be only one survey per semester. The Roundtable developed questions and suggested wording for survey items. The survey would be administered online with students and instructors responding. There are about 2000 online students currently. Since retention is linked to success, there should be several items that focus on how success was achieved. Reminder: There are two other ongoing surveys for tech-enhanced courses currently. Please encourage the completion of these instruments.

**WebCT/Blackboard, Mamie How (ETO):** Blackboard bought WebCT. The future may bring a major change, but for now both course management tools will continue. The next iteration of WebCT will be Oracle based, and there will be more tools for faculty. In summer 2007 there may be a migration to the next version of WebCT.

**Contribute Webpage Project, Carol Reitan:** There have been requests to develop a departmental template to accompany the faculty template. The department inputs the content, but the template provides the shell. TLTR supports the proposal.

The next meeting will December 5, 2005, 1:00-3:00 PM, in R518 on Ocean Campus.

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

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