9 Present: Christine Beard (TRST), Jessica Buchsbaum (ESL), Mamie How (ETO), Carmen Lamha (CNIT), Michael Malachowski (Biology), Carol Reitan (TLC), Ed Stering (Foreign Languages), Christina Yee (Language Center)

The meeting was called to order at 2:10 p.m.

Minutes: The minutes of the November meeting were approved as submitted.

Old Business: The Earthbound Media Group did not attend the meeting as planned. TLTR membership was invited to participate in a focus group on Dec. 18. Members were asked to identify students to participate in focus groups. It was decided to ask the EMG about the possibility of integrating an eportfolio system in the potential portal.

New Business

Online Student Survey Redesign: It was suggested that the TLTR assist in redesigning the online survey, now delivered once per year to students in online courses. Generally, about 20% of students take the survey. The TMI is looking to establish student support services for online courses, such as, a readiness course for taking online courses, an early alert system, and counseling. Time management skills and lack of self-motivation may contribute to students not succeeding online.

In the survey redesign, it was suggested that the survey be short, about 10 questions. It was also suggested that individual instructors be able to add a couple of questions that relate to their course learning outcomes and students’ preparation. The CNIT department is working on recruiting and retaining women in their program. Online courses have a greater percentage of women than do the face to face courses. By increasing retention of online students, this department may be able to increase the representation of women in the department. In past surveys, 10% of students found the technology daunting. It was suggested that labs such as the LAC, and other labs that support various departments be trained to help students with routine WebCT questions.

Future Directions Summit: This idea from the Technology Planning Committee was postponed until Fall, 2008 to give the group adequate time to plan. The day prior to the Fall FLEX day was suggested. Topics to address include: social networking, Second Life, YouTube, the open source movement, etc. It was also suggested that the TLC include workshops on Elluminate, the application now used in CCCConfer.

Exam Centers: Michael Malachowski asked about college plans for Test Centers - a physical place to proctor exams – so that class time can be optimized. The membership suggested getting government grants to hire the needed personnel and space, and to check if other colleges have test centers.

Spring TLTR Meetings: The following dates were set for meetings in Spring, 2008: February 4, March 3 (at the new Mission Campus Library), April 4, May 5. All meetings are from 2-4 in Rosenberg 518, unless indicated.