

## **TEACHING AND LEARNING TECHNOLOGY ROUNDTABLE (TLTR)**

### **A Shared Governance Committee, City College of San Francisco**

*TLTR's purpose is to recommend policies for the use of technology in instructional support and student services.*

Approved minutes for December 7, 2009

Batmale Hall, Ocean Campus, Room L222, 2:00- 4:00 p.m.

The meeting was called to order at 2:00 by Carmen Lamha.

**Present:** Barbara Baraff (Language Center), Jessica Buchsbaum (ESL-Downtown), Robert Griffiths (ESL-Downtown), Mamie How (ETO), Nicki Trahan (ESL), Janet Willett (TMI), Carmen Lamha (CNIT), Christine Beard (Transitional Studies), Tom Boegel (Office of Instruction), Ed Sterling (Spanish), Christina Yee (Language Center), Michael Malachowski (Biology), Maura Devlin-Clancy (CNIT)

The November 2, 2009, minutes were approved with minor corrections.

### **Old Business**

**CCSF Website Update:** Mamie How gave an update on the status of the CCSF new website. The college is still working with both EMG and Day Software on stabilizing the website, although the 18 major departments have their pages up and functioning. For Spring 2010, training workshops on the new CMS (Content Management System) have been scheduled, 2 sets of workshops (3 three-hour sessions) for February, March and April, and one set in May.

**Hiring Process for new TMI Coordinator:** Mamie How gave an update on the hiring process. The job announcement was for an 80% release time position, as requested by the Academic Senate. The hiring committee has been formed interviews are scheduled for December 8. The intent is for the new coordinator to be hired and on board by Flex Day.

### **New Business**

**Wiggio short video** - Ed Sterling demonstrated how he uses this tool to do group work. Wiggio provides free online group space for collaborative work and for sharing videos. Ed reported that Wiggio was easy to learn and begin using.

Online learning tools : Two representatives, Brian Collins and Michael Shroff, from a Wiley, gave a demonstration of the online learning tools their company provides, Wiley Plus. The tools are made available with their textbooks for \$5 additional. Wiley Plus contains a number of online tools and textbook supplements, and an instructor companion site. The Wiley reps were interested in partnering with CCSF to test whether their materials improve learning outcomes.

Wiley also participates in CourseSmart, to provide electronic versions of their textbooks.

Wiley also does custom publications, where instructors can select parts of books and compile them into a custom book.

Wiley is scheduled to come on Flex to do a presentation for the Spanish Dept.

Meeting was adjourned at 4 pm.

Minutes submitted by Mamie How, taken by Janet Willett