Teaching, Learning, and Technology Roundtable (TLTR)

APPROVED Minutes of meeting: May 12, 2003

Ocean Campus, Rosenberg 518

Submitted by Christine Arata and Janet Willett


The meeting was brought to order at 2:08pm.

TLTR approved minutes of April 7, 2003 with amendments.

Old Business:

Informational update - overhead projector need
Janet Willett sent an email to department chairs to survey their need for overhead projectors. It was agreed that Darlene Alioto, President of the Department Chairs, also be sent the letter for her to target department chairs who do not use email.

A revised estimate from Phil Paulsen was handed out, showing the cost to equip each room requiring an overhead projector (including a cart) to be $420.98. Since Phil Paulsen is retiring, his replacement, Alexander Valentine was present. He confirmed that the average cost for a replacement bulb is $16.70, plus shipping, although Bulbs Direct was named as a source of cheaper bulbs and it was recommended that Kathy Henning be notified of them as a possible vendor.

Alexander Valentine stated that when a bulb needs replacing Raymond in A/V on the Ocean Campus should be notified. Raymond is also responsible for repairs. He said there should be a responsible person on each campus for maintenance/repair needs. A suggestion: having laminated tags on each projector with phone numbers to call for service.

Phil Paulsen’s estimate did not include the price for Elmos, which were also requested by some staff. In order to be cost-effective, it was suggested that 10 Elmos be purchased. They could be reserved and delivered to rooms as needed. Janet Willett asked Alexander Valentine to go ahead and get an estimate on the cost of Elmos. It was suggested that we could get up-to-date info on projector costs by checking the figures used in grant applications; Brian Ellison will check with Research for these figures.

Configuration of classrooms: A request was made to be able to use a board and an LCD at the same time, without having to raise and lower the screen. Since future classroom planning is needed, Mamie How mentioned setting up pilot classrooms. Terry Hall is reviewing software that could enable making a database of classroom attributes. Janet Willett requested there be a task force to research the characteristics of classrooms we would like to see. Francine Podenski placed this on the agenda for the DCC, the first meeting in the Fall. Someone from this group should be present. Should
we come up with the ideal classroom? Research should be done before money becomes available so that plans are in place when the opportunity arises. Some classrooms are considered to be “owned” and passed down from department chair to department chair and are difficult to get for shared purposes.

**Average costs for lecture courses, report**
Brian Ellison called James Kendrix, who said the average cost for lecture courses includes the faculty cost only and no figures for buildings, upkeep, utilities, etc.

**City Currents TLTR Showcase copies**
Patricia Delich reported there have been two articles so far published in City Currents: featuring Andrew Chandler and Katarina Mijatovic. Janet Willett noted that City Currents eliminated “TLTR Showcase” from the title of the articles. She made a request and was told it would appear in the future. To make sure that the Roundtable is publicized, TLTR could be part of the headline, such as “First article in a series from the TLTR Showcase”.

**Report on ITV field trip update**
Brian Ellison reported that 16 people went on the field trip to Consumnes and Sac City. He said that ITV goes beyond Telecourses. Some students are in the classroom, while other students can be at home and call in via a phone bridge. Sac City’s ITV classes are newer than Consumnes’. They have difficulty attracting instructors and getting air time, which they share with Consumnes.

Are there incentives for instructors to teach ITV courses? Responses were positive: to try something new, a desire to do it, to increase attendance or interest in a class, classes can be videotaped and then marketed as Teleclasses. Is it expensive to staff for ITV? Francine Podenski, BEMA Chair, felt that one course was doable with existing faculty. We would need a room and someone to handle the phone bridge. Mamie How said students can be trained to run the equipment, similar to the practice at Los Rios.

Discussion: Instructional Design should be a part of ITV (as with all delivery media) and all instructors should be aware of it and not focus solely on the technology.

In anticipation of teaching an ITV course, Lancelot Kao assembled a team and found a sign interpreter. The class would be ASTR 17 Solar System, which he chose because it uses a lot of NASA video, which is easy to license. The class can be taken by non-science majors and fulfills graduation requirements. He hopes to include the entire Astronomy Department to work on the project.

Brian Ellison handed out an email from Muriel Parenteau with her responses to the ITV field trip and distance learning as it relates to Students with Disabilities.

**New Business:**

**Report from summer Library Web Teleclass**
James Lim gave a demonstration of his summer Library Web Teleclass. The class was transmitted with Net Meeting to the John Adams campus last summer. It requires a web cam ($30.00), Net Meeting (already installed on Windows 98 and higher), and is transmitted just like placing a telephone call. The student sees whatever is on the computer and so PowerPoint presentations can be added, as well as a chat room feature.
Report from CVC Conference - Portals
Nick Chang handed out a document describing “The Portal”, and also gave a link where anyone can access his demo:  http://mysite.socccd.cc.ca.us.  A portal is a personalized website, within the school’s main website, that can be customized for students or instructors.  He recommended the portals at UCLA and Pasadena City College.  80% of higher education institutions enrolling 1,000 or more students will adopt portals by 2005.  Janet Willett noted portals would be good for online students, providing a feeling of being part of the college.  Nick will return with open source possibilities with student portals.

The TEACH Act and CCSF policy for fair use
Bonnie Gratch-Lindauer presented the Technology Education and Copyright Harmonization Act, which amended copyright law to allow instructors to use some copyrighted works for online courses free of charge and without having to ask for permission. The recommendation is for institutions to develop copyright policies before taking advantage of the TEACH Act.  She requested assistance in revising the outdated copyright policy on campus.  Bonnie Gratch-Lindauer will be chair, and joining the group are Mamie How, Morris Bibliowicz, and Rita Jones.  Janet Willett will put a call out to see if anyone else wants to join.

Meeting ended at 3:56pm.

Fall Monday meetings:
September 8, 2003: Rosenberg 518
October 6, 2003: location TBA
November 3, 2003: location TBA
December 1, 2003: location Rosenberg 518

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