Teaching and Learning Technology Roundtable (TLTR)
APPROVED Minutes of meeting: September 29, 2003
Alemany Campus, Room 301
Submitted by Steve Levinson, Secretary


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

The minutes of September 8, 2003, were approved as amended.

Old Business:

Overhead Projector Survey
Janet Willett updated the Roundtable on the survey of department chairs on availability and use of overhead projectors. As the surveys are returned, unused equipment will be made available to departments in need, and a plan will be developed for additional purchases for the time when instructional equipment funds become available. There was discussion about the advantages of purchasing projectors and replacement bulbs in bulk and about the problems caused by frequent equipment reconfigurations by manufacturers.

Update on the Work of the Teach ACT Sub-group
Mamie How reported that work was proceeding to make available to students and faculty information on fair use of copyrighted material. When this information has been accumulated and put in a proper format, it will be sunshined and presented to TLTR for revision before going through the shared governance process. In its website version it will have links to all pertinent law. The report will also reference permissions already acquired and paid for by the District.

Strategic Plan Draft and Implementation Schedule
Consideration of the technology sections of the Strategic Plan was deferred because the Roundtable did not have the draft with the latest corrections. Consideration of Activity a (Interactive Television) was deferred due to the absence of the presenter.

New Business:

Technology Issues and Interests of Alemany Faculty
Led by Alemany faculty, the Roundtable discussed faculty awareness, faculty training, tech support, possible use of interns, and student response to technology.

Technology Learning Center Update
Taking advantage of the wired Alemany classroom, Barbara Stewart showed the Roundtable the TLC web page, in particular its calendar which featured workshops for the rollout of computers: PC desktop; Groupwise; Mac desktop; PC and Mac laptops. The Center will soon be offering many of the workshops given in previous semesters, including graphics and web development classes. The Center is working on a web page
template which will make it easy for faculty to put up web pages even if they are not high end users.

**Academic Policies Committee Changes**
Janet Willett reported that the Academic Policies Committee had restored the Roundtable’s correct full name, which is Teaching, Learning, and Technology Roundtable. The Committee also removed restrictions on TLTR appointments which would reserve slots or limit slots based on departments, locations, committee membership, etc.

The meeting was adjourned at 4:02 p.m.

Minutes can be found at [http://www.ccsf.edu/tltr](http://www.ccsf.edu/tltr)