

Minutes
UNC Teaching and Learning with Technology Collaborative (UNC TLTC)
Board Meeting
Wednesday, January 21, 2009 (Illuminate Session for campuses)

Present for TLTC Board Meeting

Board Members

Scott Simkins (NC A&T), Chair
Steve Breiner (ASU)
Chris Weaver (ECU)
Chris Thomas (NCSSM)
Donna Petherbridge (NCSU)
John Myers (UNCA)
Kathy Kyzer (UNC-CH)
Ray Purdom (UNCG)
Cindy Saylor (UNCP)
Leah Kraus (UNCW)
Anna McFadden (WCU)
Kimberly Stevenson (ECSU)

Ex Officio

Henry Schaffer (NCSU, Board Member Emeritus)

TLTC Staff

Hilarie Nickerson (UNC-TLTC)
Laura Rogers (UNC-TLTC)
Faith Dabney (UNC-TLTC)

Absent

Alvaro Galvis (WSSU) – out
Valorie McAlpin (UNCC) - out
Reema Bhattacharya (FSU) for John Nworie (FSU) -out
Janice Harper (NCCU) - out
Bob King (NCSA) - out
Frank Prochaska (UNC-TLTC)
Carolyn Argentati (ULAC)
James Sadler (UNC Division of Academic Affairs)
John Smith (Alliance)
Sallie Ives (Chair of the Technology Committee, Faculty Assembly)

Welcome & Roll Call

- Scott Simkins, TLT Board President, called the roll at 2:00pm

UNC TLT Conference Update - Faith and Scott

- The original TLT conference dates were Monday, March 16 – Wednesday, March 18. Factoring in the online medium, to include exploration of tools and the opportunity to extend the time, new dates (to include the original ones) have been selected for the conference:
 - Friday, March 13 - Pre Conf/ Intro to the technology sessions
 - Monday, March 16 - Pre Conf/ Intro to the technology sessions
 - Tuesday, March 17 - Conference Sessions
 - Wednesday, March 18 - Conference Sessions
 - Thursday, March 19 - Conference Sessions
 - Friday, March 20 - Informal time for discussion board/forum activities/wrap-up
- With the change to the online format, conference session types for the 2009 UNC TLT Conference will be as follows:
 - Synchronous presentation and discussion
 - Synchronous presentation plus asynchronous discussion
 - Asynchronous presentation plus synchronous discussion
 - Asynchronous presentation and asynchronous discussion
- Several board members noted the need to describe these sessions for the potential audience. We discussed providing a very brief description linking to more information, with the pros and cons of each. For now, we will update the website to reflect the session types and list Faith as the main contact, and she can contact campus liaisons as needed, as Faith can't provide central support for putting together "online presentations."
- These sessions were described in an email to those who submitted conference proposals, as follows:
 - To assist in making your selection, here are definitions for some of the terms you see above. (Specific software applications mentioned in the terms are used as examples and may not be the actual applications used during the conference.)
 - Synchronous Presentation: An online presentation that occurs in real time allowing the presenter to interact with the audience. This can be accomplished using applications such as Second Life, Elluminate, or Centra.
 - Asynchronous Presentation: A presentation that is prepared and recorded in advance of the conference. The recording can be

accomplished using applications such as Elluminate, narrated PowerPoint, or video.

- Synchronous Discussion: An online discussion that occurs in real time and that allows participants to interact with one another. Synchronous discussion can be accomplished using application such as Second Life, Elluminate, or Centra.
 - Asynchronous Discussion: A discussion that occurs via an online forum or discussion board. The discussion is text-based (done completely in writing) and can occur over an extended period of time. Participants and presenters can respond to each other's posts in writing.
- Conference Sessions:
 - Considering 36 – 45 Synchronous Sessions
 - And perhaps 100 sessions that are prerecorded and pointed to
 - No more than 3 simultaneous sessions per time slot
 - The board agreed on this general framework for the conference.
 - Faith will be asking for some dedicated support for the conference from each campus to help support the sessions. She will be contacting the campuses and asking for help, via the TLT board and the TLT program committee. She will give them a deadline. She is hoping to get this done by the end of this month and the first week of February.
 - Registration & Registration fees:
 - We will have conference registration, as we will need to have metrics on intended participation as part of an evaluation process.
 - We will need to collect some fees, whether they be vendor fees, campus fees or individual fees, because we have \$1500 in expenses owed to YCC (the conference coordinator group working with us up until the decision to change the conference to a virtual conference); and in order to have any funds for the plenary speaker presentation.
 - Individual registration fees were discussed at a nominal level (e.g. \$10 per person). Challenges include processing these fees.
 - One consideration is asking the campuses to pay a participation fee (e.g. of \$100 – 300 or so) to support these needs. One concern is that the campuses may not be able to pay this out of state funds.
 - Faith, Hilarie and Laura, will check with GA & YCC to see about the feasibility of individual registration fees of \$10 per person or so; we will pursue vendor registration fees in the range of \$200 – 250, and will ask the campuses if they could contribute around \$250 per campus to participate. Faith will be the point person to get back to us about the response from GA & YCC.
 - Faith has indicated she will want some help in revamping the TLT website.

- Henry, Kathy & Leah all said they would help.
- The board discussed the notion that if we can successfully teach online, then we can run this conference online. And this is a chance for the scholarship of teaching and learning. It was suggested that all the board and staff keep notes about the conference – what worked and didn't work, and write a paper using our notes.

Proposal to Alan Mabe for Spring 2009 UNC TLTC Board Face-to-Face Meeting (mini retreat)

- Scott has drafted a letter to Alan Mabe (and shared with the board) regarding the need for a face-to-face meeting to discuss creating a strategic plan and direction for the board, in light of the disbanding of the staff.
- At this point, we have not decided on a process for creating agendas, making decisions about our website, what projects we are going to be involved in, how we will share information as a board, etc. We need to map out the logistics of functioning, as the TLTC staff had done many of these logistical elements.
- Scott would like us to meet in late March after the UNC TLT Conference.

Process to Review and Revise UNC TLTC By-laws

- Scott noted that we need to review our bylaws to reflect our becoming a non governmental organization.

Update to UNC TLTC Board Meeting Schedule - Spring 2009

- For future meetings, we will:
 - Move the scheduled Tuesday F2F meetings to Elluminate sessions, from 10-12am, and then do the Wednesday videoconferences.
 - Thus, February 10 and May 19 will be Elluminate meetings.
 - March 4, April 15 & June 17 – will be kept as videoconferences

New Business

- We discussed the expiration of the unctlt.org domain name. A simple 1 year renewal would cost us \$35. Hilarie is going to check with Frank when he returns to see if this can be paid. The board was in favor of renewing the domain for one year. Does not take care of our hosting, but only the domain name.
- Reminder: Lily conference in early February.

Meeting adjourned at: 4:01pm