



ETLG – Meeting Minutes	Date: Apr 2, 2012 Time: 1:00-2:30 Location: Conference Call
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ETLG Website: <https://spaces.ais.ucla.edu/display/ucetlg/Educational+Technology+Leadership+Group>

ATTENDING ETLG MEMBERS

<input checked="" type="checkbox"/>	Kirk Alexander (OIPP Rep.)	<input checked="" type="checkbox"/>	Larry Loeher (UCLA)
<input checked="" type="checkbox"/>	Shohreh Bozorgmehri (UCI)	<input checked="" type="checkbox"/>	George Michaels (UCSB)
<input type="checkbox"/>	John DeAngelo (UCSF)	<input type="checkbox"/>	Gail Persily (UCSF)
<input checked="" type="checkbox"/>	Israel Fletes (UCR)	<input checked="" type="checkbox"/>	Jim Phillips (UCSC)
<input checked="" type="checkbox"/>	De Gallow (UCI)	<input checked="" type="checkbox"/>	Paul VerWey (UCD)
<input checked="" type="checkbox"/>	Mara Hancock (UCB and OIPP Rep.)	<input type="checkbox"/>	Chris Volkerts (UCM)
<input checked="" type="checkbox"/>	Jeff Henry (UCSD)	<input type="checkbox"/>	Shel Waggener (UCB and ITLC Liaison)

DISCUSSION ITEMS

1.	Approve Minutes
2.	ITLC Presentation Debrief
3.	Pedagogical Issues Final Push
4.	Annual Meeting Agenda
5.	New Business
6.	Review Meeting Dates

ACTION ITEMS – OPEN (SEE APPENDIX FOR COMPLETED ACTION ITEMS)

#	Task	Responsible Party	Due Date	Status
1.	Follow up with Adam on UCSC status on integration(s) with student info systems across the various campuses	Jim	ASAP	Open
2.	Ask Keith Williams if teaching center folks get copies of accepted Wave 2 applicants?	Jim	ASAP	Open
3.	Contact Apple about possible ETLG / CTL meeting at Cupertino	Jim	ASAP	Open
4.	Distribute form on process to invoice for OIPP activity – referenced by Mara	Mara	ASAP	Open
5.	Share a copy of the UC in 2025 initiative when available	Larry	TBD	Open
6.	Please provide updates - Pedagogical Issues discussions on your campuses.	All	Before May	Open
7.	Please share UCI policy on online instruction with ETLG	Shohreh / Jim	ASAP	Open
8.	Please share annual survey doc	Israel	ASAP	Open
9.	Draft and send to ETLG a funding request for IDFS to spend \$4K on an event, (approval by email). Dan Greenstein or ITLC may want to collaborate.	Jim	ASAP	Open
10.	Please share list of equipment from the UCB “Test Kitchen”	Mara	ASAP	Open
11.	Please share use cases of v-labs with Learning Spaces workgroup chair	Jim	ASAP	Open
12.	Jim to organize COGI demo for ETLG and CTL	Jim	ASAP	Open
13.	Clarify with ITLC what they are looking for on the Pedagogical Issues effort	Jim	ASAP	Open
14.	Generate questions for open discussion with Beth Simon / Barbara Sawrey at annual meeting	All	ASAP	Open
15.	Create Google group or similar for our campus updates presentations (private)	Jim	ASAP	Open

NEXT MEETING

Date	Time	Location
May 7, 2012	1:00-2:30	Conference Call

GUESTS: None

DISCUSSION

ANNOUNCEMENTS

- New Director for UCD – David Levine is now the Director. Coming from CSU Northridge. He will join us at the face to face in June. His first day of work is 4/23.
- Now posted draft agenda for June 27-28, 2012 – Annual Meeting (Teaching and Learning Center Folks included) – UC San Diego
 - **Action Item: All check out draft agenda at <https://spaces.ais.ucla.edu/display/ucetlg/June+27-28%2C+2012+Annual+ETLG+Meeting+Agenda>**
- **UC/IMS Participation** – David Ernst would like 15 minutes to discuss IMS on May 7 meeting. Rob Abel (IMS) to attend face to face in June and do a brief overview / discussion on IMS. See item 4 below.
 - **Big question:** would we support continuation of this? David Ernst covered the year 1 costs but now it is time to consider a recommendation to continue and pay (contributions from each campus).
- **Turnitin** analysis - Technology Acquisition Support group (TAS) will consider the possibility of strategic sourcing of Turnitin on the April 5, 2012 meeting. Discussion to follow results of that meeting.
- **Shel** will be leaving to take up the position of senior vice president of Net+ with Internet2 on May 1 (Lyle Nevel to be interim CIO at UCB). Mary will become ITLC chair.
- **De Gallow** requests to know if we have faculty on our campuses that are using a grading application to grade essays?
- **Copyright Subgroup** – meetings have been scheduled to take this to the next step – Marty Brennan can participate
- **Next ETLG meeting is May 7**, then cancel June 4 conf call since we will be meeting face to face at UCSD on June 27-28. No meeting in July (individual phone calls)

1. Approve minutes (March 5, 2012 meeting)

- Review on the ETLG website and respond by 4/13 if you have comments / suggested changes.

2. ITLC Presentation Debrief (Jim)

- Generally went well - a lot of info in a short amount of time due in part to the magnitude and diversity of work we are doing across our portfolio of services.
- Select ITLC members (Shel, Mary, Jim D. and Pete) to meet with ETLG on 4/20 at 2:00-4:00 to provide input on priorities. Mara, Jeff, and Jim will participate.

3. Pedagogical Issues - Final Push

- Report writing time
- Please provide input for your school at the [pedagogical issues page](#) (please insert your input items for your campus under the "**Responses to date from the UC Campuses**" section)
- Identify reasonable submission date for campus input so that Jim can begin the report - May 1?

4. Annual meeting agenda (check out the [proposed agenda](#))

- Discuss ways to share campus updates prior to June 27 – audio files on ETLG site, other?
 - **Agreed to try to provide our campus updates in advance** so that our face-to-face meeting is more interactive
 - Suggested timeline: updates completed by June 15
 - No need to discuss everything (unless you want to), simply identify a couple challenges, priorities you are facing.
 - ETLG can review between June 15 and our annual meeting.

- Action Item: Jim to create Google Group – or similar pw protected space where we can share these campus updates.
- Include an activity on day 2 to facilitate identification of our top priorities (work it into the morning time frame)
 - Agreed to add some time to day 2 for a Priority Setting activity to elicit goals for 2012-13. 4/20 meeting with ITLC reps could feed into this
- Agreed to include Rob Abel for a 20 minute slot on Day 2
 - Action Item: Put Rob in touch with Tess Mann at UCSD for logistics
 - Common good issue – we benefit indirectly in some respects to the work of IMS
 - Integration of SIS, LTI, access to specs is key but fewer of us are doing core development – but it has value for higher ed clearly.
- Time with Beth Simon, Director of UCSD Center for Teaching Development, AND Barbara Sawrey, UCSD Associate Vice Chancellor of Undergraduate Education on Day 2 – What questions would we want to ask them?
 - Action Item: Generate questions for Beth and Barbara. Objective is to promote interactive convo with them
- Annual Meeting agenda – Hold final approval of agenda for next set of revisions
 - Action Item: send out revised agenda in a week or so. Add more time for a priority setting activity, ask Tess Mann / Kathleen Beyer to add logistical info to our ETLG web site (agenda for annual meeting)

5. New Business

- Ongoing discussion around Blackboard acquisitions / participation in Open services space
- Matterhorn presentation for May 7 conf call – preferred 1:45 start so that David Ernst can speak to us around 1:05 and we can still have time for any other business

6. Review Upcoming Meetings

- May 7, 2012
- June 27-28, 2012 – Annual Meeting (Teaching and Learning Center Folks included) – UC San Diego
- July – No meeting / Individual phone conversations with Chair



Appendix

ACTION ITEMS - Completed				
#	Task	Responsible Party	Due Date	Status
1.	Send ETLG link to Frye Institute (http://www.fryeinstitute.org ; deadline is December 16 for those interested)	Jim	ASAP	Complete
2.	Please review the Pedagogical Issues web page and provide feedback. Develop common talking points among ETLG members (to be used as starting points for pedagogical discussions on our respective campuses). Provide any updates on progress on your work at your campuses	All	By Nov. meeting	Complete
3.	Determine UC attendees at DET / CHE, send to ETLG to encourage a meeting / Coordinate DET/CHE meeting get together in December via email	Jim	ASAP	Complete
4.	Mara to send intro email to Oliver Heyer. Then, Jim will invite Oliver to serve as chair of the Instructional Apps workgroup	Mara / Jim	ASAP	Complete
5.	Request for update from EALT (Christine Bagwell) – ask Christine to provide an update at an upcoming ETLG conf call	Jeff / Jim	ASAP	Complete
6.	Request that ITLC support travel for workgroup members so that they can periodically meet in person (once per year or less).	Jim	ASAP	Complete
	Set up a webinar with Epigeum or get log-ins for additional consideration, get licensing info, involve IDFS	Jim	ASAP	Complete
7.	TAS template review – Jim will give a paired down assessment to prompt further commentary by ETLG	Jim	By Aug 15	Complete
8.	Produce a funding request for ITLC so that workgroup / ETLG members can meet face to face at annual meetings (UCCSC, DETCHE, other CA conferences) or to organize their own meetings / take tours to see what others are doing.	Jim	ASAP	Complete
9.	Become familiar with Confluence site, learn to edit, etc. Contact Jim for help https://spaces.ais.ucla.edu/display/ucetlg/Educational+Technology+Leadership+Group	All	ASAP	Complete
10.	Contact Rose if interested in Adobe Connect meeting on June 20	All	Before 6/20	Complete
11.	Send Copyright Recommendations officially to ITLC via Pete Siegel	Jim	ASAP	Complete
12.	Contact Oliver to let him know that the Instructional Applications Workgroup name change to “Instructional Platforms” is OK	Jim	ASAP	Complete
13.	Forward email from Jeff Henry describing UCSD’s revised distance education policy (email originally from UCSD academic senate)	Jim	ASAP	Complete
14.	Workgroup Charge letters to be reviewed by ETLG	Workgroup Chairs + Liaisons	Prior to Oct. 3 Meeting	Complete
15.	Contact Lisa R. to ask IDFS to make a recommendation on Epigeum.	Jim	ASAP	Complete
16.	Post EAA charge sent from George	Jim	ASAP	Complete
17.	Invite CTL folks to Nov. 7, Mar. 5, and June FTF meeting	Jim	ASAP	Complete
18.	View archived webinar on OIPP progress and share with interested parties on your campus http://uc-d.adobeconnect.com/p8pdx280ob4/	All	No Due Date	Complete
19.	Establish copyright subcommittee (George, Jeff, Chuck Rose, and Jim) – Update Copyright web page on ETLG site	Jim	ASAP	Complete
20.	Update ETLG website to reflect change to 2 year workgroup charges	Jim	ASAP	Complete
21.	Contact all CTL folks and invite to March ETLG meeting	Jim	ASAP	Complete
22.	Would ETLG members like to meet with Epigeum reps in early January? Let De know. Jan 9 th	All	ASAP	Complete
23.	Please share classroom standards docs	Jeff	ASAP	Complete



24.	Contact Faust at UCM to discuss – Sakai	Jim	ASAP	Complete
25.	Invite CTL folks to March 5 meeting	Jim	ASAP	Complete
26.	Suggest a track on Teaching and Learning for UCCSC or coordinate similar event (replicating the north / south training recently completed by EALT)	Jim	ASAP	Complete
27.	Rose to send info on Chuck Severance IMS presentation / linked data info	Rose	Jan 30	Complete
28.	Jim to draft SOPA response	Jim	ASAP	Complete
29.	Send ITLC presentation slide deck to ETLG	Jim	ASAP	Complete
30.	Create Doodle poll for Copyright Subgroup / invite Marty Brennan (UCLA)	Jim	ASAP	Complete
31.	Check out draft agenda for the ETLG annual meeting	All	ASAP	Complete
32.	Put Rob Abel in touch with Tess Mann regarding presentation on IMS at ETLG Annual meeting	Jim	ASAP	Complete