



# Educational Technology Leadership Group

<b>ETLG – Meeting Minutes</b>		Date: December 3, 2012 Time: 1:00-2:30 Location: Conference Call		
<b>ETLG Website:</b> <a href="https://spaces.ais.ucla.edu/display/ucetlg/Educational+Technology+Leadership+Group">https://spaces.ais.ucla.edu/display/ucetlg/Educational+Technology+Leadership+Group</a>				
<b>ATTENDING ETLG MEMBERS</b>				
<input checked="" type="checkbox"/>	Kirk Alexander (UCOE 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"/>	Jim Davis (ITLC Liaison)	<input checked="" type="checkbox"/>	Gail Persily (UCSF)	
<input type="checkbox"/>	John DeAngelo (UCSF)	<input checked="" type="checkbox"/>	Jim Phillips (UCSC)	
<input checked="" type="checkbox"/>	Israel Fletes (UCR)	<input checked="" type="checkbox"/>	Rose Rocchio (Collaborative Technologies Group Rep.)	
<input type="checkbox"/>	De Gallow (UCI)	<input type="checkbox"/>	Dana Roode (ITLC Liaison)	
<input checked="" type="checkbox"/>	Jeff Henry (UCSD)	<input checked="" type="checkbox"/>	Dan Suchy (UCSD)	
<input checked="" type="checkbox"/>	Ben Hubbard (UCB)	<input type="checkbox"/>	Mike Truong (UCM)	
<input checked="" type="checkbox"/>	Mary-Ellen Kreher (UCOE Rep.)	<input checked="" type="checkbox"/>	Paul VerWey (UCD)	
<input type="checkbox"/>	David Levin (UCD)			
<b>DISCUSSION ITEMS</b>				
1.	Approve Minutes			
2.	Online Education			
3.	UCSC Campus Update			
4.	IMS Global Update			
5.	New Business			
6.	Review Meeting Dates			
<b>ACTION ITEMS – OPEN (SEE APPENDIX FOR COMPLETED ACTION ITEMS)</b>				
#	Task	Responsible Party	Due Date	Status
1.	Please share UCOE course list and LMS systems used	Mary-Ellen	ASAP	Open
2.	Please share project charter on cross campus registration	Mary-Ellen	ASAP	Open
3.	Determine list of issues we want ITLC to consider at their Feb 5-6 meeting	All	ASAP	Open
4.	Check availability for face-to-face at UCLA in late Jan / early Feb to discuss OE	All	TBD	Open
5.	UCSB campus update	George	Jan 7	Open
6.	UCD campus update	David	Mar 4	Open
7.	Consider sharing your use policy on iTunesU / Digital Content	All	ASAP	Open
8.	Organize the next meeting of UC / rSmart discussions (UCM, UCD, UCSC, UCSC Extension, UCOE) – other ETLG members maybe too – UCI / Shohreh.	David / Jim	ASAP	Open
9.	Coordinate Keith Williams conf call on UCOE. Assist on communication of UCOE efforts / decisions to CTL folks	Jeff	ASAP	Open
10.	Contact Mark Cianca for a future presentation to ETLG on the Service Bus functionality	Jim	ASAP	Open
11.	Please share UCI policy on online instruction with ETLG	Shohreh / Jim	ASAP	Open
12.	Please share annual survey doc	Israel / Jeff	ASAP	Open
13.	Please share use cases of v-labs with Learning Spaces workgroup chair	Jim	ASAP	Open
14.	Jim to organize COGI demo for ETLG and CTL	Jim / Kirk	ASAP	Open
15.	Refine Google group for ETLG campus updates presentations (confidential)	Jim	ASAP	Open



NEXT MEETING		
Date	Time	Location
Jan 7, 2012	1:00-2:30	Conf Call

**GUESTS:** None

## DISCUSSION

## ANNOUNCEMENTS

- ITLC would like to spend some extended time at their Feb 5-6 meeting to consider ed tech related issues. ETLG can work on an agenda (approx. 2 hour time slot at Feb ITLC meeting) for their consideration. Certainly, online education will be in there but Jeff and I will need your input. Come with your ideas to our Dec 3 conf call. See item #4 below.
- Given the similarity of faculty response on our campuses (after George reported on the faculty forum at UCSB on online education at our last conf call), Larry offered to have a one-day face-to-face ETLG meeting at UCLA in winter to discuss online education more intensively.
- SLASIAC subcommittee meeting debrief
  - A subcommittee will review the 1986 policy on instructional materials
  - Jim presented ETLG recommendations - revisions will take our recommendations into consideration
- Workgroup updates from liaisons (if any)
- DETCHE debrief (if you went, share your thoughts)
  - Good conf according to Israel
  - Focus on learning analytics, academic honesty
  - Israel was focused on course capture, Kaltura, Canvas
  - Tour of UCLA (library had great collab spaces. Mediascape workspaces (Steelcase) – still get used for individual work mainly – not a lot of collaborative activities)
  - Santa Monica College – nice new hyperrooms, pods
  - Dan also attended and reiterated – James Frazee did a good presentation on academic honest. Respondus software + LMS to proctor exams. Saves \$\$\$. Partnering with the Proctoring Office at SDSU.
  - Analytics –
  - Paul and Joe Kelly attended. Hadn't been since Sacramento. Good variety of vendors.
  - Mary-Ellen asked about CIVITAS – connects with student info syst
- SensusAccess <http://sensusaccess.com> Contract signed. Jim to collect names of interested campuses: UCI (Shohreh), UCD (Joshua Hori), UCB, Rose said UCLA is currently considering (Patrick Burke), UCSD is possibly interested as well. Mary-Ellen, Dan Suchy – Joanna at Disability Center at UCSD. Gail - UCSF
- Opencast Matterhorn un-conference in San Diego 1/30-2/1/2013 <http://opencast.org/article/opencast-matterhorn-2013-san-diego-unconference-registration-and-call-proposals-now-open> – for campuses interested in Matterhorn deployment.

**1. Approve minutes** (November 19, 2012 meeting, posted)

### 2. Online Education Discussion

- Update on UCOE (Mary-Ellen is not available but will follow up with an update at our December 2 ETLG conf call)
  - UCOE has decided to pilot Canvas (due to Sakai changes / rSmart decisions on OAE) – for winter quarter and spring semester. By end of Feb., they will make a decision on the future.
  - **Question** on RFP process and openness of decision making process? McGraw Hill connect is embedded into eText. Other LMS's also hold potential. **Answer:** UCOE did some research into

other platforms. Mary-Ellen met with legal and contracts group. Adrena was a product that they considered. Pearson did not want to participate. Also, this is a pilot and not a final decision.

- **Question:** will a number of pilots be explored? **Answer:** Small team (Kirk and Adam), so a number of pilots would be hard.
- **Question:** UCI (Sarah Eikhorn) is evaluating Canvas in her course? **Answer:** Her UC students are using EEE at UCI. Non-matriculated students using Canvas. Her course is based in ALEKS. She also uses her own grading system....
- **Question:** Daniel Gross's course – Intro to Rhetoric and Writing. Will this migrate to UCOE Canvas? **Answer:** **Need Answer here**
- **Action Item:** Mary-Ellen to share course list and LMS systems used with ETLG and CTL folks too.
- Sharing cross campus registration systems for a variety of reasons – UCOE may serve as a path to help resolve this
- **Question:** is there a charter for this project? **Answer:** Mary-Ellen believes that there is and will share. Arlene shared with CTG on Friday.
- **Action Item:** Mary-Ellen to share project charter on cross campus registration.
- **Question:** What is non-matriculated enrollment looking like, what about contract with Bb? **Answer:** UCOE is using Bb for marketing and customer support. Non matriculated enrollment hurt by soft rollout, systemwide approval for courses, only 1 student in Sarah Eikhorn's course. This time, better marketing, earlier start. Approvals are still delayed. 2 courses are slated for release for marketing for tonight (late). Seems like there is more interest. Check out website uconline.edu. Faculty now promoting their courses
- ITLC interest in OE and our role as ETLG
- Special ETLG face-to-face meeting in January at UCLA to discuss Online Education (spreadsheet inventory + doodle poll)
- Review of initial [ETLG web page on online education](#) to collect and process info
- UCOP – engaging in a similar effort to do an inventory – From Provost Dorr's office – via EVCs
- Who is target audience for these OE courses?
- Keith may have info

### 3. Israel's Update on UCR

- Approved student tech fee, garnering about 3.5 million annually, really helping. Proposals submitted against this fund but also funded Israel's projects –
  - Wireless expansion (100 access point expansion increase annually)
  - Seeking student feedback on placement of WAPs
  - Open Access computer labs (increased printing quota to 200 pages / quarter)
  - Labs will have presentation technology now
  - Laptop checkout expansion (about 120 total now) in 3 student commons area. "Laptops provided by your student tech fees" to reinforce recognition of the public good.
  - General Assignment / large lecture halls refresh of equipment (82 rooms total)
  - Bb community module – now deploying
  - Access to Bb mobile now in place at UCR
  - Software as a Service – vlab – Israel is looking at how to deploy this. In talks with UCSD and others. Software packages that students would not have access to (such as SPSS, Mathematic, SAS) Israel has acquired the licenses and will make them available via VDI environment
  - Academic Senate proposing faculty awards of up to \$40K per year (max of \$200K) for innovative use of tech to enhance engagement and learning.
  - Grad student computer lab
  - Expand course capture system – Echo 360 units. Problem: Echo 360 changed their licensing structure – hampering use. Looking at UCSD, mac mini / podcast producer, let Israel know if you have lecture capture ideas.
  - Governance of the Student Tech Fee \$\$ is working well. Has to be projects that support the majority of students.

**4. ITLC Focus Meeting On Ed Tech (Feb 5-6)**

- Online education - what is happening on our campuses, what we are observing
  - Evolving LMS market (cloud solutions)
  - What is the climate out there?
- Learning analytics
- Lecture capture – link to digital repositories
- Cross registration project
- E-Texts blending into LMS – McGraw Hill (assessments are blended into the
- Find out more from ITLC on what they want – general discussion on OE? Do they want to know just the concepts? Inventory
- Should we ask ITLC for \$\$ to save \$\$ (assigning pm resources)
- Should ETLG identify collaborative efforts across the campuses / areas of possible collaboration? What do we want to do as a group? Israel's example on VDI – sought input from UCSD (Kyle Barber / Pedro Cruz manages Kyle). Ask Pedro about podcast / lecture capture.

**5. New Business**

- Budget impacts for campuses

**6. Review Upcoming Meetings****2013**

- January 7, 2013
- Special ETLG Meeting (face-to-face) at UCLA to discuss Online Education. Date TBD
- **February 4, 2013 – Canceled due to ITLC presentation (Feb. 4-5)**
- March 4, 2013
- April 1, 2013
- May 6, 2013
- June 3, 2013



## Appendix

ACTION ITEMS - Completed				
#	Task	Responsible Party	Due Date	Status
1.	Send ETLG link to Frye Institute ( <a href="http://www.fryeinstitute.org">http://www.fryeinstitute.org</a> ; 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 <a href="https://spaces.ais.ucla.edu/display/ucetlg/Educational+Technology+Leadership+Group">https://spaces.ais.ucla.edu/display/ucetlg/Educational+Technology+Leadership+Group</a>	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 <a href="http://uc-d.adobeconnect.com/p8pdx280ob4/">http://uc-d.adobeconnect.com/p8pdx280ob4/</a>	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 <sup>th</sup>	All	ASAP	Complete



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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
33.	Please provide updates - Pedagogical Issues discussions on your campuses.	All	Before May	Complete
34.	Clarify with ITLC what they are looking for on the Pedagogical Issues effort	Jim	ASAP	Complete
35.	Please share list of equipment from the UCB “Test Kitchen”	Mara	ASAP	Closed
36.	Put Rob in touch with Tess Mann at UCSD for logistics	Jim	ASAP	Complete
37.	Generate questions for open discussion with Beth Simon / Barbara Sawrey at annual meeting	All	ASAP	Complete
38.	Send out revised agenda for face-to-face meeting. Add more time for a priority setting activity, ask Tess Mann / Kathleen Beyer to add logistical info to our ETLG web site	Jim	ASAP	Complete
39.	Generate ideas on IMS Global and what would be useful for us	Rose	Before F2F	Complete
40.	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	Complete
41.	Contact Apple about possible ETLG / CTL meeting at Cupertino	Jim	ASAP	Closed
42.	Send Turnitin Summary doc. to ETLG	Jim	ASAP	Complete
43.	Forward OGC legal advisory Copyright to ETLG, Nancy & Linda B.	Jim	ASAP	Complete
44.	Create eText Task Force space on confluence site	Jim	ASAP	Complete
45.	Follow up with Adam on UCSC status on integration(s) with student info systems across the various campuses	Jim	ASAP	Defer
46.	Distribute form on process to invoice for UCOE activity – referenced by Mara	Mary-Ellen	ASAP	Defer
47.	Share a copy of the UC in 2025 initiative when available	Larry / Jeff	TBD	Defer
48.	Email ETLG with info on an upcoming “Copyright Next Steps” meeting. Work with Nancy and Linda B. at Compliance	Jim	ASAP	Complete
49.	Set up and notify ETLG about a Turnitin conf call	Jim	ASAP	Complete
50.	Select a date to present an update on your campus and workgroup	All	ASAP	Complete
51.	Send Turnitin doc to ITLC (Nov 1, 2012)	Jim	Done	Complete
52.	UCR campus update	Israel	12/3/12	Complete
53.	Jim to serve as broker on SensusAccess – send him info if you want in	Jim / All	ASAP	Complete