



ETLG – Meeting Minutes		Date: Dec 5, 2011 Time: 1:00-2:30 Location: Conference Call		
ETLG Website: https://spaces.ais.ucla.edu/display/ucetlg/Educational+Technology+Leadership+Group				
ATTENDING ETLG MEMBERS				
<input type="checkbox"/>	Kirk Alexander (OIPP Rep.)	<input 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 type="checkbox"/>	Israel Fletes (UCR)	<input checked="" type="checkbox"/>	Jim Phillips (UCSC)	
<input 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.	Opening Remarks / Announcements			
2.	Planning meeting topics in the spring			
3.	Planning June face to face			
4.	New Business			
5.	Review Meeting Dates			
ACTION ITEMS – OPEN (SEE APPENDIX FOR COMPLETED ACTION ITEMS)				
#	Task	Responsible Party	Due Date	Status
1.	Establish copyright subcommittee (Mara, George, Jeff and Jim) – Update Copyright web page on ETLG site	Jim	ASAP	Open
2.	Update ETLG website to reflect change to 2 year workgroup charges	Jim	ASAP	Open
3.	Contact all UC attendees at DET / CHE Conf and invite to informal meeting	Jim	ASAP	Open
4.	Suggest a track on Teaching and Learning for UCCSC or coordinate similar event (replicating the north / south training recently completed by EALT)	Jim	ASAP	Open
5.	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
6.	Would ETLG members like to meet with Epigeum reps in early January? Let De know. Jan 9 th	All	ASAP	Open
7.	Distribute form on process to invoice for OIPP activity – referenced by Mara	Mara	ASAP	Open
8.	Share a copy of the UC in 2025 initiative when available	Larry	TBD	Open
9.	Please proceed with Pedagogical Issues discussions on our respective campuses. Provide any updates on progress on your work at your campuses	All	By Jan. meeting	Open
10.	Share UCI policy on online instruction with ETLG	Shohreh / Jim	ASAP	Open
11.	Please share annual survey doc	Israel	ASAP	Open
13.	Please share classroom standards docs	Israel / Jeff	ASAP	Open
14.	Please share list of equipment from the UCB “Test Kitchen”	Mara	ASAP	Open
15.	Please share use cases of v-labs with Learning Spaces workgroup chair	Jim	ASAP	Open
NEXT MEETING				
Date		Time		Location
January 9, 2012		2:00-3:00		Conference Call

GUESTS: Rose Rocchio (UCLA), Leo Schouest (UCR)

DISCUSSION

ANNOUNCEMENTS

- How was DET / CHE?
 - Mara attended. It went well. Spoke highly of keynote speakers
 - Pedagogy won't drive the change – it is a cultural change
 - Great collegial group
 - Mara presented with Nate Angell
- Online Evals at UCSC – Dec. 1 go live – so far, so good
 - One student would like to opt out of reminder spams / surveys, he cited some legal precedence but our VPDUE is forging ahead in spite of it.
- How was the Nov 17 – Dan Greenstein teaching colloquy on OI integration at UCI?
 - One of the largest colloquies ever
 - Will follow up with more targeted discussion
 - Dan gave a great update / good pedagogical discussions
 - To do this more broadly, we need to be better prepared in our ed tech support areas
 - People from Riverside and San Diego attended
- UC Moodle Summit – Dec. 17. Rose reported
 - Curtis Fornadley is the contact for more info
- Has anyone received the UC Online Wave 2 announcement? Make sure it goes out to faculty.
- UC Davis – Position of Director of Educational Technology will go online this week (partnership with faculty / admin director – more operational in nature). A strategic council chaired by a faculty member will also provide input to decision-making / leadership in educational technology.

1. Approve minutes (November 7, 2011 meeting)

Approved.

2. Planning for Upcoming Meetings

Topics

- Presentation by Rosemary on the course she is developing (March)
- IMS update (Rose) - January
- OIPP update (early part of 2012) - Feb
- Copyright – deep dive around thinking about online courses – plus the hybrid world we support everyday
 - Subcommittee: Mara, Jeff, Jim, George
 - **Action item: put all the copyright responses up on the copyright site, including UCOP General Counsel**
 - Could use OIPP work on copyright – to leverage some steps forward
 - Jeff on copyright – UCSD has a Univ Comm on Library and Scholarly Comm – fair use is uncertain
 - Subcommittee will work in Feb / March – and come back to ETLG in April
- Pedagogical Issues
 - ongoing discussions – one or two meetings per year where we talk about – when CTL folks are present
 - Give a summary of our campuses on pedagogical issues
 - Continue to shoot for March as a target date, but extend the timeline to 2 years, like other workgroup milestones

3. Planning for June face to face

- Planning Committee? – No need.
- Host campus? – Jeff volunteered to host at UCSD
 - UCSD
 - UCCSC? – Need to determine if we can have meetings at UCCSC as well - Jim
 - Don't forget that Kathy B. at UCD is still a resource for planning and logistics



- After commencement ceremonies would be best
- Book a venue pronto
- **Action Item: Doodle poll to find time for attendees (Jim)**
- Then, book the rooms

4. New Business

- No new business

5. Review Upcoming Meetings

- January 9, 2012 (second Monday due to holiday) **N.B.: 2:00 Start Time (just this once)**
- February 6, 2012
- March 5, 2012 (Teaching and Learning Center Folks included)
- April 2, 2012
- May 7, 2012
- June 4, 2012 – Annual Meeting (Teaching and Learning Center Folks included)
- 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