E T L G Educational Technology Leadership Group

ETLG – Meeting Minutes	Date: January 7, 2013
	Time: 1:00-2:30
	Location: Conference Call

ETLG Website: https://spaces.ais.ucla.edu/display/ucetlg/Educational+Technology+Leadership+Group

ATTENDING ETLG MEMBERS

☒	Kirk Alexander (UCOE Rep.)	☒	Larry Loeher (UCLA)
☒	Shohreh Bozorgmehri (UCI)	☒	George Michaels (UCSB)
☐	Jim Davis (ITLC Liaison)	☐	Gail Persily (UCSF)
☐	John DeAngelo (UCSF)	☒	Jim Phillips (UCSC)
☐	Israel Fletes (UCR)	☒	Rose Rocchio (Collaborative Technologies Group Rep.)
☒	De Gallow (UCI)	☐	Dana Roode (ITLC Liaison)
☒	Jeff Henry (UCSD)	☒	Dan Suchy (UCSD)
☒	Ben Hubbard (UCB)	☐	Mike Truong (UCM)
☐	Mary-Ellen Kreher (UCOE Rep.)	☒	Paul VerWey (UCD)
☐	David Levin (UCD)		

DISCUSSION ITEMS

1.	Approve Minutes
2.	Online Education
3.	ITLC Presentation
4.	Annual ETLG Meeting in June
5.	UC Santa Barbara Campus Update
6.	New Business
7.	Review Meeting Dates

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

#	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

ETLG **Educational Technology Leadership Group**

NEXT MEETING		
Date	**Time**	**Location**
Jan 15, 2012	All Day	UCLA

GUESTS: None

DISCUSSION

ANNOUNCEMENTS

- ITLC would like to spend some extended time at their Feb 5-6 meeting to consider ed tech related issues. **Announcements** Not too far off, and will probably also discuss a bit at the face to face meeting next week.
- **Shohreh, update on Irvine's discussions about possible replacement Learning Management System** for the UC Irvine. Will be revisiting the topic every 2-3 years from now on. EEE still needs a major overhaul to meet the need.
- **One-day face-to-face ETLG meeting at UCLA** on January 15 to discuss online education more intensively. Hotel information is out. Logistical info - need a head count by noon Friday. Either email Jim or Larry about attendance. So far up to about 12-13 people planning on attending the meeting. Larry will send location and parking information to Jim to forward.
- **Workgroup updates** from liaisons (if any). Any short work group updates are welcome before the end of January.
- SensusAccess http://sensusaccess.com Contract signed. Jim collecting names of interested campuses: UCI, UCD, UCB, Rose said UCLA is currently considering, UCSD is possibly interested as well. Jim is firming up with other campuses.
- 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 (Dec 3, 2012 meeting)

2. Online Education Discussion

- Review agenda for special ETLG face-to-face meeting on January 15 at UCLA
  - Examination of the proposed agenda for the meeting.
  - Some discussion of whether to include talking about MOOCs or not, and the extent to which MOOCs fit with regular instruction or are more in the province of Extension.
  - Also, more fundamental questions about what constitutes an "online course".
  - Also, some lack of clarity about how our kinds of departments fit in with things like MOOCs and their fit in to a campus' instructional mission. Larry thinks that these are all topics that we will want to discuss in the meeting next week. We might also discuss what sort of guidance we might want from ITLC.
    - Roles of University Extension, Ed Tech departments, UCOE support, etc.
  - Shohreh: question about over all goals for this meeting and how it fits. Jim mentioned the draft document mentioned in the bullet below.
  - ITLC interested in eContent and eTextbooks, but also a more general white paper on online instruction. ITLC is wanting to understand what the pain points are, and what situations keep coming up on the various campuses.
  - Shohreh - one pain point is the just-in-time help with the technology, very important to the faculty. The faculty content expertise is always the most critical part to doing this well. Maybe carve some time out of the UCLA meeting for what we want to point out to the ITLC.
  - What do we archive vis a vis online ed courses? When?

- o RSVPs:
  - ▪ Jim
  - ▪ UCSD – 4 (Jeff, Dan + 2 faculty)
  - ▪ David Levin UCD
  - ▪ Kirk and Mary-Ellen UCOE
  - ▪ George + Lisa / Kim maybe
  - ▪ Rose
  - ▪ Israel
  - ▪ Larry – needs info by noon on Friday
- Review of initial [ETLG web page on online education](#) to collect and process info

3. ITLC Focus Meeting On Ed Tech (Feb 5-6) in San Diego

- Approx 2 hour time slot
- Additional attendees to this presentation in San Diego? Dan, Larry, Shohreh
- Review list of possible topics
  - o LMS recommendation from UCI (prelim recs) – their faculty would like more functionality in their EEE homegrown LMS, improved integration with Turnitin, clickers, etc. Will revisit discussion in 3 years
  - o The people behind the systems – it is important to remind ITLC about this.
  - o Need clearer charge from ITLC on online ed

4. Annual ETLG Meeting in June / July

- Meeting location? Irvine maybe (UCCSC event is there too so it might be hard), UCSD like last year,
- Other volunteers?

5. UCSB Update (George)

- Using Collaborate
- Engaged in course evaluations and going online with course evals
- Lecture capture / faculty produced content
- UCSB is having a good experience with Panopto
- Student reaction is positive
- Faculty can produce podcasts (even outside of the classroom) and this has been well received.
- Lecture capture as overflow solution
- Biggest build out in history at UCSB – 93 classrooms – shooting for 100% penetration by spring 2013.
- Action Item: George needs email addresses of ETLG: Jim to send
- George shared online ed forum info (in Gaucho Moodle).

6. New Business

- None

7. Review Upcoming Meetings

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 (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 9th	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
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