E T L G Educational Technology Leadership Group

ETLG – Meeting Minutes	Date: March 4, 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.	Recap of ITLC Presentation
3.	UCD Campus Update
4.	June Face to Face
5.	New Business
6.	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.	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
3.	Please share annual survey doc	Israel / Jeff	ASAP	Open
4.	Jim to organize COGI demo for ETLG and CTL	Jim / Kirk	ASAP	Open
5.	Review SIPX Copyright info http://www.sipx.com	All	ASAP	Open
6.	Review Coincident TV product http://www.coincident.tv	All	ASAP	Open
7.	Campus Update: UC San Diego	Jeff & Dan	April conf call	Open
8.	Campus Update: UCLA	Larry & Rose	May 6 conf call	Open
9.	Share digital standards for classrooms	Paul	ASAP	Open

NEXT MEETING

Date	Time	Location
April 8, 2013	1:00-2:30	Conf Call

GUESTS: None

DISCUSSION

E T L G **Educational Technology Leadership Group**

ANNOUNCEMENTS

- February 5 ITLC presentation by ETLG debrief (Jim, Jeff, Larry, Dan, Shohreh)
- Debrief on online ed "trade show" at UCSC (Jim)
- UCSC faculty make decision on Turnitin
- Workgroup updates from liaisons (if any) - need to revisit charge on a few of these.
  - o Summer meeting to reconstitute this
  - o Specific deliverable, generic open ended
  - o Consolidating workgroups – specific charge + tech experts = big benefits
  - o Incentives?
- eContent webinar debrief
- SIPX follow up – demo? See http://www.sipx.com for more info. Action Item: add SIPX to agenda for next time. All – please review SIPX and determine if you
- CoincidentTV
- UCSC / UCSD both signed up with Coursera
- Provost Dorr in April (Saturday April 13th at UCI) to discuss online education across the UCs. Invite list? ITLC / ETLG?

1. **Approve minutes** (Jan 7, 2013 meeting)

- Approved

2. ITLC Presentation

- Presentation made to ITLC on trends & implications. 2 big takeaways (observations): Online education must be faculty led AND there is a need to proactively position resources in ed tech groups to accommodate growing demand.
- Philosophical differences among ITLC were evident and it the presentation was significant in that the ITLC doesn't regularly think about online education.
  - o Update from ITLC representatives: ITLC will need to continue to monitor online education
- Jim Davis did pose some direct questions. We will try to follow up on those.
- We will need a better infrastructure to do online ed or even just hybrid instruction.
- Provost Dorr's cross campus enrollment effort may be an initiative that can be a focus of ITLC
  - o Should this be part of an ETLG workgroup focus area? Or should we track progress by the committee formed to make progress on cross campus enrollment?
- "Future of Online Education" committee established at UCI – includes CIO and faculty senate. Diverse group.

3. UC Davis Campus Update

- Hybrid course development support – 4 participants in 2011-12, more faculty interested and submitting proposals (10 courses for spring quarter).
- $12K per faculty per course + match from Academic Technology Services (for a total of $24K)
- Spanish course by Robert Blake
- Rosemary Capps has been teaching on how to redesign courses for online instruction.
- Spring retreat in late April – spring faculty retreat to discuss online ed at UC Davis. Course development, hybrid course development, and MOOCs
- Campus Council for IT – would like 2 workgroups: next steps for LMS AND eTexts and how to participate in eText books pilots / strategy.
- Chancellor and Provost set up a 2020 task force (classrooms are a focus) – plan to bring general assignment classrooms (129) to handle both analog and digital standards.
- Action Item: Next campus to present in April / May

   o April – UCSD (Jeff and Dan)
   o May – UCLA (Larry and Rose)
- Action Item: Paul to share digital standards for classrooms

4. Annual ETLG Meeting in mid to late June

- Meeting location
  - Agreed: UC San Diego

- Exact dates
  - Mid to late June – Action Item: Jim to send out a Doodle poll to decide on dates of annual meeting.

- Who to invite?
  - Provost Dorr? Maybe not since it is still developmental
  - CTL –
  - Be thinking of other individuals to invite or demos you would like to see

- Volunteers for a support group to plan annual meeting?
  - Jeff, Dan, (Delise can do minutes), Jim, Shohreh & Rose(agenda and eval survey),

- Topics for discussion:
  - Workgroups
  - ETLG charge and charter
  - Online education strategy (resulting from Provost Dorr's April meeting) / Update on UCOE / Campus strategies for online education

5. New Business

- Online education strategy (resulting from Provost Dorr's April meeting)
- CoincidentTV
- SIPX
- Medical Schools – UCLA is sponsoring $100K mobile app challenge – ETLG to forward info to mobile app groups / med schools. Donor has put up the $$ (open standards for mobile health)
- Accessibility standards for mobile
  - W3C: http://www.w3.org/WAI/mobile/
  - CSU Accessible Technology Initiative (ATI) Mobile Developers Guide
    http://teachingcommons.cdl.edu/access/resources/MobileDeveloperResources.shtml

6. Review Upcoming Meetings

 2013

- April 1, 2013 Possible move – Action Item: Jim to send out Doodle poll to find a better date for our April meeting.
- May 6, 2013
- Mid June, 2013 – Face to Face Annual Meeting

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
54.	Please share project charter on cross campus registration	Mary-Ellen	ASAP	Complete
55.	Determine list of issues we want ITLC to consider at their Feb 5-6 meeting	All	ASAP	Complete
56.	Check availability for face-to-face at UCLA in late Jan / early Feb to discuss OE	All	TBD	Complete
57.	UCSB campus update	George	Jan 7	Complete
58.	Consider sharing your use policy on iTunesU / Digital Content	All	ASAP	Complete
59.	Coordinate Keith Williams conf call on UCOE. Assist on communication of UCOE efforts / decisions to CTL folks	Jeff	ASAP	Complete
60.	Please share UCI policy on online instruction with ETLG	Shohreh / Jim	ASAP	Complete
61.	UCD campus update	Paul	Mar 4	Complete
62.	Contact Mark Cianca for a future presentation to ETLG on the Service Bus	Jim	ASAP	Defer

	functionality			
63.	Refine Google group for ETLG campus updates presentations (confidential)	Jim	ASAP	Closed
64.	Please share use cases of v-labs with Learning Spaces workgroup chair	Jim	ASAP	Closed