



ETLG – Meeting Minutes		Date: Mar 5, 2012 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 checked="" 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 checked="" type="checkbox"/>	John DeAngelo (UCSF)	<input checked="" 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 type="checkbox"/>	Jeff Henry (UCSD)	<input type="checkbox"/>	Shel Waggener (UCB and ITLC Liaison)	
DISCUSSION ITEMS				
1.	Approve Minutes			
2.	Faculty Support for Online Instruction – Rosemary / Lisa R			
3.	Pedagogical Issues Discussion			
4.	New Business			
5.	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.	Create Doodle poll for Copyright Subgroup / invite Marty Brennan (UCLA)	Jim	ASAP	Open
4.	Contact Apple about possible ETLG / CTL meeting at Cupertino	Jim	ASAP	Open
5.	Distribute form on process to invoice for OIPP activity – referenced by Mara	Mara	ASAP	Open
6.	Share a copy of the UC in 2025 initiative when available	Larry	TBD	Open
7.	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
8.	Please share UCI policy on online instruction with ETLG	Shohreh / Jim	ASAP	Open
9.	Please share annual survey doc	Israel	ASAP	Open
10.	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
11.	Please share list of equipment from the UCB “Test Kitchen”	Mara	ASAP	Open
12.	Please share use cases of v-labs with Learning Spaces workgroup chair	Jim	ASAP	Open
13.	Check out draft agenda for the ETLG annual meeting	All	ASAP	Open
14.	Jim to organize COGI demo for ETLG and CTL	Jim	ASAP	Open
15.	Clarify with ITLC what they are looking for on the Pedagogical Issues effort	Jim	ASAP	Open
16.	Send ITLC presentation slide deck to ETLG	Jim	ASAP	Open
NEXT MEETING				
Date		Time		Location
April 2, 2012		1:00-2:30		Conference Call

GUESTS: Joyhn DeAngelo (UCSF), Rosemary Capps (UCD), Lisa Rothrauff (UCB), Cynthia Lee, Leo Schouest

DISCUSSION

ANNOUNCEMENTS

- 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> How would we like to do our campus updates so that we can save time during the face to face?**
- Welcome to CTL folks
- Regrets from Rose, Jeff Henry,
- Other agenda items?

1. Approve minutes (February 6, 2012 meeting)

To be approved via email.

2. Faculty Support for Online Instruction (Rosemary / Lisa Rothrauff)

UCD - Workshop Series: Designing Courses for Hybrid Delivery (<http://cetl.ucdavis.edu/designing-hybrid-courses/>)

- UCD Provost pointed out that there are dis-incentives to doing this
- Faculty indicated that they need TA help, consulting to make this happen
- UCD Provost authorized 4 awards - \$12,500 each for 4 courses (could be teams or individuals)
- Driven by UCD course approval process
- Instead of 1:1 faculty support, this model relies on groups / creating a learning community
- Focused on UCD specifically
- UCD will offer faculty \$250 if they complete 7-8 workshops
- 15-20 spaces available in each workshop (created demand)
- Hard to devote time to course design when instructors aren't teaching... some faculty still wanted / need 1:1
- Workshops = 2-7 hour commitment per/week + consulting hours
- Rosemary works closely with Dan Cummings at UCD on this initiative
- UCI also has a multi-day institute in July with similar objectives

IDFS system wide offering - helping faculty to learn to teach online via a "blended course"

- One focus of IDFS course: What does it take to redesign a syllabus so that it can be approved for UCOE?
- Outreach to faculty development offices as well
- IDFS organized an early Feb. meeting to map this course out
- Some topics include: Universal Design / ADA issues & FERPA (possibly as a thread throughout the modules)
- Potentially could be a 1-2 week boot camp
- IDFS will be finalizing the modules in the coming weeks
- Effort to be general so that it works across the UCs + localized info

The group discussed incentives – focus on learning outcomes, other deliverables

3. Pedagogical Issues

- UCI
 - Not having enough instructional designers on staff – when people do come in, there aren't enough resources – pedagogy is easier but they need help with the tools
 - The number of people anxious to get going with online learning – but just want lecture capture – ppt. + pdf – not really transforming their teaching for online delivery

- Even with carrots, faculty don't really change
- Faculty are feeling a need to have a set of examples (IDFS is working on this)
- Really don't have a repository of learning objects (to make it easier for people to integrate more interaction)
- UCI tried raptivity – proprietary programs to create interactive activities – action, demonstrations, but not as intuitive as originally thought – OIPP should have a (re-usable) learning objects repository eventually?
- It is almost a curation process
- UCI collects a long list of resources, and try to do a screening, but it is overwhelming – Just to pair things down is helpful
- eLearning Tools (Jane Hart's) center for learning and performing technologies <http://c4lpt.co.uk/top-100-tools-for-learning-2011/> (Mike Truong)
- See udacity – online course (CS 101) - <http://www.udacity.com/> - a model of online learning
 - What is it about udacity that makes it nice – a low production value (writing on napkins in front of a doc camera) – it can make you feel that the distance is smaller (not fancy, but feels down home)
 - Gail – add intimacy
 - Mike you feel like you are part of the class due to home made video feel – not fully staged. Very short videos (segments are manageable) The student can listen to 2-3 segments in 8 minutes and be done
 - Quiz every 2-3 segments (to reinforce the ideas) then test at the end of the section
 - Mike is taking CS101 – creating a search engine – in Python.
- What about eTexts?
 - UCB will be doing a pilot next year – eText books – to see how it is going to work
- Kirk – captioning – exploring the requirement to caption – COGI - \$1.50/minute. COGI came back and said they had teamed up with universal subtitles (to create a crowd sourcing notion) – that might allow us to use student (See Ted Talks – translations efforts) Maybe this could alleviate the logistics issues with captioning (and commentary). First pass with COGI and clean up pass with instructors / students.
 - George met with COGI as well
 - **Action Item: Jim to organize COGI demo for ETLG and CTL**
- What about the process of our perennial effort? Should we outsource this survey of faculty need?
 - What is it that we are trying to learn here? Pedagogical issues (blockers for us) vs. faculty need
 - Can we focus in on different areas: helping faculty to learn to redesign their courses for new delivery formats?
 - **Action Item: Ask ITLC what they are looking for on this?**
 - Leo – What are the individual campus drivers that requesting comments. Faculty aren't pushing for these changes...?
 - Space – learning and collaborative spaces – what are the constraints that our spaces
 - What are we trying to achieve in negotiating with faculty?
 - What does ITLC want? Successes in our efforts, big stumbling blocks?
- Mike: Are there initiatives on Mobile Learning? Nothing formal at Merced?
 - Mobile Apps learning lounge – informal meeting to explore different apps that have educational value. They provide a directory of apps – 25-30 apps – students attend (and become the teacher) in these events – See VOXER – <http://voxer.com/> – can this be used for instruction? Students of this generation like audio but not really phone calls. Comments felt more positive (can hear the tone of the voice) – research (UK instructional innovation lab in Australia) has shown (Voxer works IOS and Android)
 - Mike also wrote an article about audio essays - allowing students to talk out their essays – they then discover awkward
 - UCSB – student affairs has been pushing ahead with mobile apps
 - UCB does have some app discussion going on – check out iPads
 - UCSD – Cynthia – UCSD -
- **Action Item: Jim to send ITLC presentation slide deck to ETLG**
- Related to raptivity – <http://www.udutu.com/> – opensource product authoring online learning solutions
- Lecture capture – useful – mini tutorials – frees up the in-class activity – capture has a way to use data to enhance instruction

4. New Business

- Possible next meeting topics



- Update on IMS Rose
- eTexts – How do we manage the different sorts appearing on our campuses?
- Matterhorn
- Centralized resource of learning objects (UC wide) – for IDFS
- Other new business?

6. Review Upcoming Meetings

- April 2, 2012
- 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



Educational Technology Leadership Group

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