



ETLG – Meeting Minutes	Date: November 7, 2011 Time: 1:00-2:30 Location: Conference Call
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ETLG Website: <https://spaces.ais.ucla.edu/display/ucetlg/Educational+Technology+Leadership+Group>

ATTENDING ETLG MEMBERS

<input type="checkbox"/>	Kirk Alexander (OIPP Rep.)	<input checked="" type="checkbox"/>	Larry Loeher (UCLA)
<input checked="" type="checkbox"/>	Shohreh Bozorgmehri (UCI)	<input type="checkbox"/>	George Michaels (UCSB)
<input type="checkbox"/>	John DeAngelo (UCSF)	<input 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.	Opening Remarks / Announcements
2.	Intro and welcome to CTL folks joining us
3.	Discussion of workgroup progress
4.	Pedagogical Issues
5.	DET / CHE Conference Attendance
5.	New Business
6.	Review Meeting Dates

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

#	Task	Responsible Party	Due Date	Status
1.	Update ETLG website to reflect change to 2 year workgroup charge	Jim	ASAP	Open
2.	Contact all UC attendees at DET / CHE Conf and invite to informal meeting	Jim	ASAP	Open
3.	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
4.	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
5.	Would ETLG members like to meet with Epigeum reps in early January? Let De know. Jan 9 th	All	ASAP	Open
6.	Distribute form on process to invoice for OIPP activity – referenced by Mara	Mara	ASAP	Open
7.	Share a copy of the UC in 2025 initiative when available	Larry	TBD	Open
8.	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
9.	Share UCI policy on online instruction with ETLG	Shohreh / Jim	ASAP	Open
10.	Please share annual survey doc	Israel	ASAP	Open
11.	Please share classroom standards docs	Israel / Jeff	ASAP	Open
13.	Please share list of equipment from the UCB “Test Kitchen”	Mara	ASAP	Open
14.	Please share use cases of v-labs with Learning Spaces workgroup chair	Jim	ASAP	Open

NEXT MEETING

Date	Time	Location
Informal meeting at DET / CHE on Tuesday, November 29	1:00-4:00	JW Marriott Hotel, SF Room location: TBD
December 5, 2011	1:00-2:30	Conference Call



GUESTS: Christine Bagwell (UCSD), Mike Truong, Rosemary Capp, Christine Alexander, and Leo Schouest

DISCUSSION

ANNOUNCEMENTS

- Online Evals at UCSC – Dec. 1 go live – still on track
- Shohreh – Briandy is now Assistant Director for Academic Technology – send congrats from ETLG
- George, Kirk, send their regrets
- De – Nov 17 – Dan Greenstein will be part of teaching colloquy on OI integration to the UCI campus 4:30-6:30.
- Larry – UCLA Lawsuit dismissed – but they have re-filed the lawsuit now. Back to where we were but it should go through faster

1. Approve minutes (October 3, 2011 meeting)

Approved.

2. Welcome to Teaching and Learning Center Guests

ETLG welcomed our guests from teaching and learning centers

- Encouraged those interested to participate on workgroups (if not already)
- Extended possibility of working together on Pedagogical Issues effort

3. Workgroup Updates

Below is an overview of the discussions that occurred regarding the progress of each of our ETLG workgroups. Additionally, I have included the current summary of the charge of each workgroup.

[Agreed: Workgroup charges will be valid for two years instead of just one.](#)

Business Operations (posted)

OIPP Bus Ops workgroup – OIPP is working through their budget items / invoicing on a campus-by-campus basis – Mara can now share info on how to invoice OIPP for campus level services – Mara will distribute a form soon.

Summary of Current Charge of Business Ops workgroup:

- Funding approaches
- Grants
- Strategic sourcing
- Meet with other workgroups **Please include Production and Media Services workgroup, in addition to the newly named “Instructional Platforms” workgroup and the Learning and Collaboration Spaces workgroup that you mentioned in your charge letter.**
- OIPP – **develop a common understanding across our campuses on what is required for approval for OIPP projects (Kirk will help clarify this objective)**

Evaluation, Assessment, Accreditation (posted)

Lisa is making progress organizing meetings, etc.

Summary of Current Charge of EAA workgroup:

- Effective use of evaluation data
- How faculty work with learning outcomes
- Moving from paper to online course evals
- Ways to assess the effectiveness of educational technologies

Instructional Design and Faculty Support (posted)

IDFS chair has made a funding request of \$3-4K to meet face to face in early part of next year to develop modules to support OI. **Action Item: send to ETLG, approval by email. Dan Greenstein or ITLC collaborative?**

De – IDFS – putting together an outline of a series of modules to teach how to teach OI – meet in the early part of the new year – have something up by end of academic year. Rosemary is working on modules currently, specifically developing a course on course redesign (8 weeks) that focuses on instructional design – looking at the kind of learning interactions that are intended and determining which tools best support those interactions? Can be used by all campuses even for non-OIPP instructors.

Regarding online modules to assist OIPP instructors, [ETLG agreed that Epigeum would not be the best path acknowledging the recommendation from IDFS. We hold open the possibility of exploring individual modules from Epigeum \(a la carte\)](#). De mentioned that Epigeum representatives will be in California in early January
Action Item: contact De if you would like to meet with Epigeum reps visiting California in January.

Summary of Current Charge for IDFS:

- OIPP - online courses - standards, practices, opportunities for collaborations / sharing content
- Blended courses - standards, practices, opportunities for collaborations / sharing content
- Faculty support (delivered remotely)
- Instructional Design practices and standards – Universal Design
- Systemwide user group for faculty teaching blended and/or fully online courses
- Discipline-specific support and communities of practice
- IDFS would like to develop a UC model of how to teach online (to help those faculty involved in OIPP primarily but also for any faculty interested in this).

Instructional Platforms (posted)

IP would like to organize a face to face at UCCSC. Face to face – Instructional Platforms – piggyback on UCCSC (funding request) – **Action Item: suggest a track for T&L for UCCSC – ETLG workgroup could also use the opportunity to get together there – make sure it is an interesting agenda to promote participation – Next UCCSC is at UCB.**

Christine B – make sure there is enough meat there for this high tech crowd at UCCSC. The T&L folks might get together in Oakland at the proposed IDFS event – might be a better venue (date TBD).

Mara – we can make the leadership decision to make this happen – EALT – web accessibility training one in north & one in south

Christine noted that while travel has opened up for the higher-level staff, it has not yet on some campuses for lower level staff.

Summary of Current Charge for Instructional Platforms workgroup:

- Will work with Business Operations workgroup
- Link to Collaborative Technologies Group (Rose Rocchio)
- Instructional Platforms is planning a face-to-face meeting and they plan to meet once every 2 weeks by phone.
- IP also considered to what degree they want to focus on OIPP – to what extent should this group focus on OIPP versus more general discussions around instructional applications / platforms
- OIPP
 - **OIPP – Given that Adobe Connect was selected as the tool for OIPP – is there any possibility of moving to this system wide?**
 - New item to consider for the future - provisioning in OIPP (see email from Mara)

Learning & Collaboration Spaces (not yet posted)

JO Davis is working to schedule next meeting. **Action item – remind the Learning Spaces workgroup that they are asked to look at v-labs.**

Summary of Current Charge for Learning and Collaboration Spaces workgroup:

- Classroom standards analysis
 - Move to web-based version of our classroom standards docs that are accessible to all campuses
 - Analyze the structural components that are part of any classroom guidelines / standards doc – distill into a framework that could be used as a template (if possible)
- Assistive technologies in learning spaces
- V-labs – better articulation of what the challenges are for v-Labs:
 - Reduce costs by entering into better purchasing agreements
- Add an analysis of “Lecture Capture” to this group’s charge for this year. How is it done on our various campuses?
- Ways that different campuses gather satisfaction data from faculty on their classrooms
- See attachment on Learning Spaces workgroup page for more info on their charge

Media Production Services (posted)

Media Production workgroup is a bit behind but will be meeting soon.

Summary of Current Charge for Media Production workgroup:

- OIPP
- Strategies for equipment needs and replacement
- Rates and funding models
- Centralizing services for access to all campuses
- Discuss technology trends and directions and possible roadmaps for the future
- Extensive Google Doc for this Work Group = check it out at the workgroup page on our ETLG web site.

4. Pedagogical Issues (<https://spaces.ais.ucla.edu/display/ucetlg/Pedagogical+Issues>)

Can we leverage OIPP and their lessons learned be packaged to have these pedagogical issues discussions on our campus? Mike stated that there is some overlap between the items listed on our pedagogical issues web site and those being discussed within OIPP activities. Since there is some overlap, perhaps we should combine with or look to the OIPP discussion boards to get a feel for the (pedagogical issues) facing faculty involved in online instruction efforts.

Larry mentioned the initiative known as “UC in 2025” – Last week most EVCs / Provosts got together to talk about what undergraduate education would look like in 10-15 years – what are the main themes? After campus level discussions, they plan to regroup and organize an all UC conf on undergrad teaching.

Action item: Larry will share info on “UC in 2025.”

There was some discussion on bringing in CTL folks to help on our Pedagogical Issues effort – they responded positively.

De mentioned that the teaching colloquy being held at UCI on Nov. 17 (mentioned above in Announcements) is another way to encourage these conversations on pedagogical issues on our campuses.

UCD on pedagogical issues efforts – haven’t formally addressed them as a whole – but Rosemary summarized what she observed on her campus. This led to a discussion of whether observation is a valid way to report on our pedagogical issues and it was agreed that it is and it might be the only way to accomplish our goal if these discussions don’t actually take place on our campuses.

UCB – Mara observed that one big pedagogical issue at Berkeley is related to OIPP: the need for better faculty support around T&L (in the context of Online Instruction).

To summarize the pedagogical issues discussion:

- It is OK to rely on observation as a way to determine the hot pedagogical topics on your campus. For various reasons, these hoped-for meetings / discussions may not occur on our campuses or may occur but not be fruitful.
- ETLG will consider piggy-backing on the UC in 2025 effort that seeks to describe a future vision of undergraduate education.
- We will also review topics being discussed within OIPP to further round out our list of top pedagogical issues facing our campuses.

5. DET / CHE Attendance

In our phone conference, the following people indicated they would attend or try to attend the DET / CHE in SF in December

- Shohreh stated that Briandy (UCI) would attend
- Mike Truong (UCM)
- Israel (UCR)

Recently, Magge Beers sent Jim a list of currently registered DET / CHE attendees from the UCs, including:

- Chris Dutton (UCLA)
- Curtis Fornadley (UCLA)
- Bruce Horn (UCSC)
- Cindy Kimmick (UCLA Library)
- Gail Persily (UCSF)
- Briandy Walden (UCI)
- Mike Truong (UCM)
- Jonathan Wilson (UCLA Library)

Next steps on DET / CHE meeting: The meeting will take place on Tuesday, November 29, from 1:00-4:00. Location is TBD. **Action Item: Jim will extend an invite to all UC conference go-ers to attend this informal UC meeting. NB: This won't be an ETLG meeting per se, but instead a chance to catch up and discuss various issues.**

6. New Business

- Jim mentioned the Frye Leadership Institute. Should we apply together as a team? Mara described her experiences in Frye a few years back. **Action Item: Jim will send link to Frye Institute to ETLG**
- Future ETLG topics:
 - Presentation by Rosemary on the course she is developing (March)
 - IMS update (Rose)
 - OIPP update (early part of 2012)
 - Begin to plan for Annual Meeting in June (February)

7. Review Upcoming Meetings

- December 5, 2011
- January 9, 2012 (second Monday due to holiday)
- 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