



Educational Technology Leadership Group

ETLG – Meeting Minutes	Date: October 1, 2012 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 checked="" type="checkbox"/>	Kirk Alexander (UCOE Rep.)	<input checked="" type="checkbox"/>	Larry Loeher (UCLA)
<input checked="" type="checkbox"/>	Shohreh Bozorgmehri (UCI)	<input type="checkbox"/>	George Michaels (UCSB)
<input type="checkbox"/>	Jim Davis (ITLC Liaison)	<input type="checkbox"/>	Gail Persily (UCSF)
<input type="checkbox"/>	John DeAngelo (UCSF)	<input checked="" type="checkbox"/>	Jim Phillips (UCSC)
<input type="checkbox"/>	Israel Fletes (UCR)	<input checked="" type="checkbox"/>	Rose Rocchio (Collaborative Technologies Group Rep.)
<input checked="" type="checkbox"/>	De Gallow (UCI)	<input type="checkbox"/>	Dana Roode (ITLC Liaison)
<input checked="" type="checkbox"/>	Jeff Henry (UCSD)	<input checked="" type="checkbox"/>	Dan Suchy (UCSD)
<input type="checkbox"/>	Ben Hubbard (UCB)	<input type="checkbox"/>	Mike Truong (UCM)
<input checked="" type="checkbox"/>	Mary-Ellen Kreher (UCOE Rep.)	<input checked="" type="checkbox"/>	Paul VerWey (UCD)
<input checked="" type="checkbox"/>	David Levin (UCD)		

DISCUSSION ITEMS

1.	Approve Minutes
2.	Turnitin Update
3.	SensusAccess
4.	New Business
5.	Review Meeting Dates

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

#	Task	Responsible Party	Due Date	Status
1.	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
2.	Coordinate Keith Williams conf call on or near October 24 (UCSB forum on OI)	George / Jeff	ASAP	Open
3.	Contact Mark Cianca for a future presentation to ETLG on the Service Bus functionality	Jim	ASAP	Open
4.	Follow up with Adam on UCSC status on integration(s) with student info systems across the various campuses	Jim	ASAP	Defer
5.	Ask Keith Williams if teaching center folks get copies of accepted Wave 2 applicants?	Jim / Jeff	ASAP	Open
6.	Distribute form on process to invoice for UCOE activity – referenced by Mara	Mary-Ellen	ASAP	Defer
7.	Share a copy of the UC in 2025 initiative when available	Larry / Jeff	TBD	Open
8.	Please share UCI policy on online instruction with ETLG	Shohreh / Jim	ASAP	Open
9.	Please share annual survey doc	Israel / Jeff	ASAP	Open
10.	Please share use cases of v-labs with Learning Spaces workgroup chair	Jim	ASAP	Open
11.	Jim to organize COGI demo for ETLG and CTL	Jim / Kirk	ASAP	Open
12.	Refine Google group for ETLG campus updates presentations (confidential)	Jim	ASAP	Open
13.	Email ETLG with info on an upcoming “Copyright Next Steps” meeting. Work with Nancy and Linda B. at Compliance	Jim	ASAP	Open
14.	Set up and notify ETLG about a Turnitin conf call	Jim	ASAP	Open
15.	Select a date to present an update on your campus and workgroup	All	ASAP	Open



NEXT MEETING		
Date	Time	Location
November 19, 2012	1:00-2:30	Conf Call

GUESTS: None

DISCUSSION

ANNOUNCEMENTS

- eText task force web page created. Gov signs 2 bills on eTextbooks: <https://creativecommons.org/weblog/entry/34288>
- Dan Suchy (UCSD) is joining us on the ETLG. Welcome Dan!
- Collaborative possibilities with Sheryl Vacca and the UC Office of Ethics, Compliance and Audit - potential work together on copyright self service training **Action Item:** send out request to ETLG notifying them of an upcoming Copyright Next Steps meeting.
- Workgroup updates from liaisons
- UCOE update - deferred
- Possible special ETLG meet up at DETCHE in Marina Del Rey Marriott - November 27-30
- UCSB Forum on Online Instruction
 - Committee finalizing details
 - Committee not comfortable with webcasting the session off campus, especially since bulk of session is small group discussions
- Establish schedule of campus updates (Jim to present at our November conf call) – Please consider presenting at an upcoming ETLG conf call on either your campus update or to give an update from a workgroup you are on....
- Camtasia Relay (UCI has a branded service called “Replay”), Mediasite will soon come out with a software only solution, Panopto is also a software as a service. ETLG expressed no huge interest in doing a multi-campus service for this type of thing. Shohreh to assist Jim to implement a potential future Camtasia service at UCSC.

1. Approve minutes (September 10, 2012 meeting)

2. Turnitin Update (Jim and Jeff)

- Efforts toward a systemwide agreement underway, sticking points
- **Action Item:** set up conf call and notify ETLG – Turnitin, focused discussion with input – Stephen Franklin, Jeff, Christian Spitzer from UCLA
- Would like to coordinate campuses around a multi-campus agreement if possible.
- Conf call objectives: Identify a single point of contact, pursue some consolidation of some sort?
- How will UCOE respond as courses come into their system that make use of this tool, how will the UCs deal with Turnitin, UCOE will have to examine it more closely.

3. SensusAccess (Jim)

- SensusAccess converts files in one format to more accessible formats. It has benefits for individuals with disabilities as well as for those with learning style differences.
- Currently, UCB and UCD (maybe others) are in favor of joining us on a multi-campus agreement. We are hammering out the final revisions to the contract.
- Consider the benefits for your campus. Ask your disabilities resource center or equivalent about possible participation. The more we get to commit, the cheaper the incremental cost per campus.



4. New Business

- UCI Colloquium (Nov. 14 from 3:30-4:00) “Moocs and OCW.” De is looking into possibly recording this event.
- Copyright – **Action Item:** Work with Nancy & Linda B. on next steps - volunteers
- DETCHE – possible meet up at UCLA if any of us go to DETCHE in Marina Del Rey.
- **Action Item:** Jim to present on UCSC campus update at November meeting, send out schedule to rest of group.

5. Review Upcoming Meetings

2012

- November, 5, 2012
- December 3, 2012

2013

- January 7, 2013
- February 4, 2013
- 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/p8pdx280b4/	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



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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.				
46.				