ETLG Educational Technology Leadership Group

ETLG – Meeting Minutes	Date: October 3, 2011
	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 (OIPP Rep.)	☒	Larry Loeher (UCLA)
☒	Shohreh Bozorgmehri (UCI)	☒	George Michaels (UCSB)
☒	John DeAngelo (UCSF)	☒	Gail Persily (UCSF)
☒	Israel Fletes (UCR)	☒	Jim Phillips (UCSC)
☒	De Gallow (UCI)	☐	Pete Siegel (UCD and ITLC Liaison)
☒	Mara Hancock (UCB and OIPP Rep.)	☒	Paul VerWey (UCD)
☐	Jeff Henry (UCSD)	☐	Chris Volkerts (UCM)

DISCUSSION ITEMS

1.	Opening Remarks / Announcements
2.	Remote Instruction Policy Change (UCSD)
3.	Mobile Platform Update (Rose)
4.	OIPP Update
5.	Review Workgroup Charge Letters
5.	Pedagogical Issues
6.	New Business
7.	Review Meeting Dates

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

#	Task	Responsible Party	Due Date	Status
1.	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	Open
2.	Share UCI policy on online instruction with ETLG	Shohreh / Jim	ASAP	Open
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	Open
4.	Please share annual survey doc	Israel	ASAP	Open
5.	Please share classroom standards docs	Israel / Jeff	ASAP	Open
6.	Please share list of equipment from the UCB "Test Kitchen"	Mara	ASAP	Open
7.	Please share use cases of v-labs with Learning Spaces workgroup chair	Jim	ASAP	Open
8.	View archived webinar on OIPP progress and share with interested parties on your campus http://uc-d.adobeconnect.com/p8pdx280ob4/	All	No Due Date	Open

NEXT MEETING

Date	Time	Location
November 7, 2011	1:00-2:30	Conference Call

GUESTS: Rose Rocchio (UCLA / Collaborative Technology Group), Christine Bagwell (UCSD)

DISCUSSION

ANNOUNCEMENTS

- Pete sends his regards to the ETLG:

  Please share my appreciation with the group for all the hard work. There are many opportunities going forward that we will work together on.

- Welcome Shel! AND Pete as outgoing ITLC rep. will also be available to help
- Kathy Beyer at UCD can continue to provide support – so we appreciate that
- Spoke with Liz and she wanted to let everyone know that she is doing well!

1. Approve minutes (September 12, 2011 meeting)
Approved.

2. Further discussion around remote instruction revisions to policy at UCSD (Christine)
UCSD used the term "remote instruction" to describe the changes for their policy, which mostly pertains to hybrid courses. As long as courses meet for at least one hour, they don't need any annotations. Courses that meet less than one hour face-to-face need to be provisionally approved by Academic Senate. "Unit 18"[1] could be included as an exception. Senate faculty member would propose the course and then be able to offer it 3 times (in one year – more likely 2 times per year). After the year, the course will be assessed. Faculty would then submit for permanent approval. IF a non-senate is submitting the request, then the course can only be taught once before having the course assessed. Summer Sessions courses are excluded from this policy. The submission must also include how the course will be delivered, including how TAs will be trained and how the interaction with students will occur. The submission must also include a statement from UCSD's Academic Computing group – to describe how students would have electronic access (assistive technology, technologies in place to address academic dishonesty, etc.) – as well as a statement describing the coordination with UCSD's teaching development office.

These changes should open the door for more online activity. Christine is preparing tips on Academic Computing web site. Could start as early as winter

UCSD faculty were concerned about online instruction, and the changes reflected in this policy indicate how the faculty reacted and evolved. Again, this policy does not cover UCSD Summer Session, which has more liberty in course delivery.

UCSD will need to advise the faculty on how they can assess the efficacy of these courses. For example, how to assess their success in guarding against academic dishonesty.

UCI has a policy for online courses – it was finalized. Action item: Share it with ETLG (Shohreh / Jim).

UCI has aligned their guidelines for online courses with those for regular courses but they wanted to provide some additional flexibility. De was a little disappointed that the policy didn't go further. It might change later as the landscape changes around online instruction at the UC.

UCI was in a unique situation – covering a lot of online courses when OIPP flared up. Similar to UCSD, the UCI policy does not apply to Summer Session courses.

Additionally, If the online courses at UCI are offered via Extension, then it is under a different umbrella. This was echoed by multiple UCs on the conference call.

Issue: More online courses are offered in summer session – under the auspices of extension – but are regularly scheduled courses. Is this a trend across the UCs?

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[1] Unit 18 (also known as the "IX Unit") represents non-Senate faculty ("NSF") who deliver instruction to UC students. For more info: http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/nonsenateinstructional_nsi/mou/index.html

UCLA – also has summer session broken off from regular, and there are efforts to draft policy for online instruction – it is moving slowly (undergrad council).

3. Mobile platform update - Rose Rocchio
Refer to attachment in the ETLG meeting agenda site. OIPP represents an opportunity to create a UC Web services interchange. Rose and the mobile platform group will be at Educause. Tech presentations and a follow up panel.

Rose will chair an Educause advanced core initiative that looks at mobile web frameworks – Congrats, Rose!

IMS global is also having a meeting. Shel is suggesting that Rose do a presentation on mobile interaction with LMS there as well.

Mobile Web Framework (MWF) is promoting student produced apps via a workshop series and a contest – both campus specific as well as apps that would benefit the entire system.

Coming attractions: a framework that could be shared and installed at any campus (ask Rose for more info on this)

N.B.: MIT just created a center for mobile apps at their media lab.

Is there anything ETLG can do?

- Provide a list of most useful instructional applications
- What are our interoperable requirements?
- How can we come to a common understanding on these issues

See AIS spaces – "higher education mobile" site – particularly discussion boards / notices – how can web services trade data and allow people to mesh data across multiple LMSs?

More info: https://spaces.ais.ucla.edu/display/hemobile/Home

4. OIPP update – Mara / Kirk (including OIPP / UC Provisioning – problem statements)
Mara discussed the hybrid model for the Sakai Open Academic Environment (OAE), which seeks to create a seamless experience and bring tools and content together. Sakai OAE will reduce the need to be constantly exiting and entering LMS tools / applications. A bit more challenging with Moodle because they are not LTI producers.

Adobe Connect will be used as the web conferencing tool. One big reason: the annual cost to buy hosted rooms. They also considered Big Blue Button, but it has accessibility issues. If Matterhorn is ultimately selected as the platform to support the management of educational audio and video content, then Big Blue Button makes more sense from an integration standpoint. Hopefully, they will resolve their accessibility issues in the near future, but for now, it is Adobe Connect.

Mara described the tradeoffs between getting out the door quickly and aspirations for a future idyllic environment. Passing enrollment data around will be tough – we just can't do that right now at the system level. While some tensions and challenges impacting the launch persist, January remains the target go live for some 5-6 OIPP courses (with another 5-10 projected for the spring). Mara and Kirk and company will also use the spring timeframe to work through additional items.

There are really 2 overlapping projects – OIPP and Online Education (to non-UC students, a.k.a., "UCOE"). The latter might go on as planned. OIPP will be rolled out a bit more slowly.

Another round of Requests for Faculty Applications? Yes

Adobe Connect discussion? UC Davis – continuing?

One big question for our campuses: What kind of tech support does it take to support OIPP?

Once we determine the support needs / costs and

- If mobile platforms moves forward and…
- If Registrars can move forward …
- and IDM comes to pass,

then the possibility of a shared LMS becomes real.

N.B.: rSmart will host initial environment for OAE

Action Item: Check out the 9/23/11 webinar on OIPP

An UnCommon Learning Environment Experience for UC's OIPP: Decision and Direction

View the archived webinar at:
http://uc-d.adobeconnect.com/p8pdx280ob4/

5. Review Charge Letters

Agreed: All Charge Letters were approved by ETLG at our Oct. 3 2011 meeting with minor changes suggested (in red)

Business Operations (posted)
- 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)
- 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
- Action Item: Jim to post charge from George
- First phone conf soon (more info to follow from Lisa B.)

Instructional Design and Faculty Support (posted)
- 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)
- 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)
- 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 enteirng 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)
- 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.

6. Pedagogical Issues
- Updates / Next Steps
- Action Item: Please review the Pedagogical Issues web page and provide feedback. See: https://spaces.ais.ucla.edu/display/ucetlg/Pedagogical+Issues

7. New Business
- No new business

8. Upcoming Meetings

Should we meet at DET / CHE in SF in December? – Jim will request a list of UC attendees and send to ETLG

- November 7, 2011 (Teaching and Learning Center Folks included)
- 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.	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
2.	Request for update from EALT (Christine Bagwell) – ask Christine to provide an update at an upcoming ETLG conf call	Jeff / Jim	ASAP	Complete
3.	Request that ITLC support travel for workgroup members so that they can periodically meet in person (once per year or less).	Jim	ASAP	Complete
4.	Set up a webinar with Epigeum or get log-ins for additional consideration, get licensing info, involve IDFS	Jim	ASAP	Complete
5.	TAS template review – Jim will give a paired down assessment to prompt further commentary by ETLG	Jim	By Aug 15	Complete
6.	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
	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
7.	Contact Rose if interested in Adobe Connect meeting on June 20	All	Before 6/20	Complete
8.	Send Copyright Recommendations officially to ITLC via Pete Siegel	Jim	ASAP	Complete
9.	Contact Oliver to let him know that the Instructional Applications Workgroup name change to "Instructional Platforms" is OK	Jim	ASAP	Complete
10.	Forward email from Jeff Henry describing UCSD's revised distance education policy (email originally from UCSD academic senate)	Jim	ASAP	Complete
11.	Workgroup Charge letters to be reviewed by ETLG	Workgroup Chairs + Liaisons	Prior to Oct. 3 Meeting	Complete
12.	Contact Lisa R. to ask IDFS to make a recommendation on Epigeum.	Jim	ASAP	Complete
13.	Post EAA charge sent from George	Jim	ASAP	Complete
14.	Invite CTL folks to Nov. 7, Mar. 5, and June FTF meeting	Jim	ASAP	Complete