E T L G Educational Technology Leadership Group

ETLG – Meeting Minutes	Date: September 12, 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.	Presentation on EALT
3.	Review Workgroup Charge Letters
4.	Epigeum Discussion
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.	Contact Oliver to let him know that the Instructional Applications Workgroup name change to "Instructional Platforms" is OK	Jim	ASAP	Open
2.	Contact Lisa R. to ask IDFS to make a recommendation on Epigeum.	Jim	ASAP	Open
3.	Forward email from Jeff Henry describing UCSD's revised distance education policy (email originally from UCSD academic senate)	Jim	ASAP	Open
4.	Invite CTL folks to Nov Mar and June meeting	Jim	ASAP	Open
5.	Coordinate DET/CHE meeting get together in December via email	Jim	ASAP	Open
6.	Pedagogical Issues: Develop common talking points among ETLG members (to be used as starting points for pedagogical discussions on our respective campuses).	All	By Oct. meeting	Open
7.	Workgroup Charge letters to be reviewed by ETLG (Still Need Learning Spaces Charge)	Workgroup Chairs + Liaisons	Prior to Oct. 3 Meeting	Open
8.	Please share annual survey doc	Israel	ASAP	Open
9.	Please share classroom standards docs	Israel / Jeff	ASAP	Open
10.	Please share list of equipment from the UCB "Test Kitchen"	Mara	ASAP	Open
11.	Please share use cases of v-labs with Learning Spaces workgroup chair	Jim	ASAP	Open

NEXT MEETING

Date	Time	Location
October 3, 2011	1:00-2:30	Conference Call

GUESTS: Rose Rocchio (UCLA / Collaborative Technology Group), Christine Bagwell (UCSD; Chair of EALT)

DISCUSSION

ANNOUNCEMENTS

- Jeff – described a policy change on distance education (Remote Instruction) at UCSD. The UCSD Academic Senate decided to revise the policy so that it is less restrictive – Senate discussion involved whether it is appropriate to hold Remote Instruction to higher quality standards (do campuses have to create a separate standard for DE? – UCSD ultimately said no – standards are determined by the faculty we hire).
- Jim will present to ITLC briefly on September 21
- Jim is joining Electronic Accessibility Leadership Team (EALT) – and we can look for ways to draw our groups together.

Approve Minutes
August 1 Minutes approved

Presentation of Electronic Accessibility Leadership Team (Christine Bagwell)
Christine Bagwell presented on the work to date of the **Electronic Accessibility Leadership Team**. Christine is inaugural chair of the EALT. They have tried to look at the lay of the land and to get an inventory for what is needed. After a notable Chronicle article that ranked campuses on web accessibility, EALT was prompted to scan and to quantify where each campus is currently at. In a report to go to ITLC imminently, EALT observes some improvement in web accessibility (based on initial efforts) and provides a roadmap to further success.

EALT has tried to narrow the scope of the work to focus on the accessibility of a few web sites on each campus, so that the work is do-able and not so overwhelming. UC – security committee – created policy and guidelines (Steven Lau, chair) on web accessibility. The policy will be ready for review by the end of 2011 – and will shoot for 100% WCAG (Web Content Accessibility Guidelines) compliance level A (where AAA = highest). The guidelines will also call on campuses to create a local committee and identify a campus coordinator. But overall, the EALT is encouraging reasonable progress in the right direction, recognizing the impact of budget cuts and staffing reductions.

EALT also spent some time this past year on procurement and training as well. They suggested changes to RFP language, and are (re) considering the sufficiency of vendor VPATs, etc. EALT has also worked with various systemwide / IT groups and solicited input from advocacy groups. Along the way, they identified some accessibility problems with staff LMS, UC Sexual Harassment Training; and electronic payroll stubs (to name but a few).

The UC system will purchase a tool to simplify scanning for web accessibility. The name of this tool is "SSB Bart – AMP." More info at: https://www.ssbbartgroup.com/amp/index.php

ETLG members should feel free to route problems and issues to the EALT – the "abled" community are pretty understanding and want things to work – so that helps.

Christine mentioned that some campuses have received Environmental Health and Safety grants.

At UC San Diego, they have focused their recent training efforts on a few specific areas: Captioning, Universal Design and Web Accessibility.

In November – additional web accessibility training will be made available systemwide to web programmers.

National Federation of the Blind is targeting universities as a way to get vendors to create accessible products. Pete Siegel recently spoke at the National Federation of the Blind. Of note, students have sued over clickers, LMS access, etc.

Jim also spoke with Katina Ancar (Counsel in the Office of the General Counsel) and she is advising campuses to prioritize students who are trying to gain access to systems / info – the main thing is that it is important to **respond immediately when faced with an issue that impedes student academic progress.** UC Office of General Counsel is aware that we are facing numerous challenges in this area and will need to prioritize what we work on next at the campus level.

Summary of Workgroup Topics for the Coming Year:

Business Operations (posted)
- Funding approaches
- Grants
- Strategic sourcing
- Meet with other workgroups
- OIPP

Evaluation, Assessment, Accreditation (not yet 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

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 Applications (posted)
- Will be renamed the "Instructional Frameworks" workgroup. Agreed: ETLG supports the idea of a name change.
- Link to Collaborative Technologies Group (Rose Rocchio)
- OIPP emphasis – instructional applications (e.g., web conferencing, etc) that work with selected OIPP LMS's
- New item to consider - provisioning in OIPP (see email from Mara)

    o IA 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
    o IA is planning a face-to-face meeting and they plan to meet once every 2 weeks by phone.

Learning & Collaboration Spaces (not yet posted)
- Classroom standards analysis
- Assistive technologies in learning spaces
- V-labs (possibly)
- Ways that different campuses gather satisfaction data from faculty on their classrooms.
- See attachment on Learning Spaces workgroup page

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.

Epigeum Discussion

- Should we pursue this together and buy Epigeum for the entire system?
- UCLA has done research on when fac seek out help on their teaching, it doesn't happen much at research institutions – our fac are feeling overwhelmed by numbers / technology – they are most interested in 1:1

    Agreed: We will seek a recommendation from IDFS.

Pedagogical Issues

- The intent of this initiative is to gather thought leaders at the campuses together to identify the most pressing pedagogical challenges and to then aggregate this information and send it to ITLC.
- UCI is doing some workshops on items faculty to get their sense of their concerns
- Jim will seek clarification from ITLC on this effort and work with members of ETLG to frame up our next steps.

New Business

- Mobile Platform Update (Rose) – Agreed to add to the October 3 conf call agenda
- OIPP Update from Kirk / Mara – Agreed to add to the October 3 conf call agenda
- WASC Task Force – Larry felt that beyond commiserating, it would be hard to make this group productive and may be beyond the scope of the ETLG. Agreed to defer this item indefinitely
- DE policy from UCSD – how will this change things on campus (with a more open policy) – Jim will forward Jeff's email to ETLG. Further discussion TBD.

Review Meeting Dates

- Agreed: Teaching Center folks to be part of our meetings (Nov 2011, March 2012, June 2012)
- Do we want to arrange a meeting at DET CHE? – Gail is planning on attending. Coordination to occur via email.

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.				
10.				