Technology for Teaching and Learning Committee (TTLC)  
Minutes  
November 28, 2011  
11:00am – 12:20pm  
70-066, Distance Ed Room  


Approval of Meeting Minutes: The minutes from October 24, 2011 were approved.

Additions to the Agenda: None

DE Subcommittee Report: Janet mentioned the Regular & Effective contact Policy was approved at Academic Senate this week; however, the Best Practices document was not on the agenda. The Best Practices document will be voted on in the following Academic Senate meeting.

The Distance Education (DE) Subcommittee is working on the Distance Education Proposal Form per request of the Curriculum Committee. The Subcommittee is also working on the DE requirements for accreditation. Janet said there have been a lot of inquiries by various accreditation committees soliciting answers to their specific distance education accreditation sections. The DE Subcommittee decided they would offer answers to general questions and guidelines for specific questions, but they will not, as a committee, go over every distance education component of every accreditation section with the entire college.

MS Word Building Block software was discussed. There are some issues with BlackBoard (BB) when copying some newer versions of MS Word into their containers. This proposed software would allow a more seamless conversion between MS Word documents and BB. Chris Rodgers mentioned he will be working with MS Word Building Block very soon and he will offer his feedback later. Brian Nath said the ITAC committee is waiting on the okay from the TTLC committee to move forward with the MS Word Building Block software. Once Chris gives his feedback, Kerry will email the TTLC committee with his observations. If Chris’s feedback is positive, Kerry will also email the ITAC committee with TTLC’s approval.

Chris discussed the Elluminate software. He will send the committee a link to a video the committee can view. Chris mentioned Elluminate is not very user friendly and it does not integrate well with BB. The committee will revisit this issue in the future.

Action: Kerry will send the committee the latest, updated Best Practices document.  
Action: Chris Rodgers will evaluate MS Word Building Block software and report back.  
Action: Chris will send the committee a link to an Elluminate video the committee can view.
**Tech Plan:** Kerry mentioned that a draft of Tech Plan was discussed at Academic Senate and the general feedback was positive. The new format/concept of the Tech Plan was approved by the Senate.

**CATL Report:** The committee discussed the upcoming changes for CATL. It appears that the campus will go ahead with combining the CATL Coordinator and Professional Development Coordinator into one, full-time position. This position will be a faculty member who will have 100% release time to develop this new assignment. The goal is to have this person in place by Spring 2012. Where this person will be located is still in the discussion stages. This position will be evaluated after one year to determine its effectiveness.

It was mentioned that workshops are offered during professional development for instructors wanting to utilize new and innovative software. These workshops are poorly attended and there is no follow up with those instructors who do attend. So, any further use of new software/tools introduced at professional development is slim at best as there is no contact person on campus to work with these instructors as they endeavor to learn more. Some suggestions were for members of TTLC to educate faculty and staff by going into division meetings to discuss any new/available technology. Bottom line is, we need a better way to impart this information to the campus. Nadra and Irene were tasked with developing a marketing plan for new technology. Kerry asked that other committee members interested in assisting with this task email her.

Kerry told the committee that she had sent an email to faculty telling them that there is money available to attend the ITC conference in February. Only two faculty and two staff members responded positively to this invitation. The committee noted that this is probably due to the current negative climate on travel. Many still believe there is a travel freeze in place, and most faculty are under the impression that, if allowed to travel, they will not be compensated for any classes they miss as a result of attending conferences. Kerry will ask Barb Blanchard for clarification on the college’s current policy on travel, conferences, and faculty remuneration.

**Action:** Nadra and Irene to get together to discuss a marketing plan for new technology.

**Action:** Kerry to get clarification on the college’s current travel and reimbursement policies.

**ITAC Representatives:** Kerry asked if there are any committee members willing to serve as an ITAC Representative. Currently, Nadra and Angela are fulfilling this obligation, but it is tradition to serve two years and their time has come to an end. However, Angela will continue in this role if no one volunteers to take over. The ITAC meeting convenes the third Thursday of each month at 1:00 pm. Kerry also mentioned that we need a new Co-Chair for the TTLC committee. Kerry will send emails re: these open positions to ask for volunteers.

**Action:** Kerry to email committee members re: soliciting new volunteers for ITAC and TTLC Co-Chairman duties.

**IS Report:** Brian discussed the deactivation of older courses in BB. This would benefit students as they get confused when they see too many selections. As a rule, instructors are supposed to
deactivate their courses at a certain point, but this does not happen often enough. The committee suggested that emails be sent to all faculty to remind them to deactivate their courses. Kerry said she will draft an email for the committee to view as to what will be asked of the faculty regarding deactivation of courses. It was noted that instructors are able to set the deactivation date for their courses at the time they are created. Cuyamaca College would like to see courses older than 2 years deactivated/deleted as a rule. Some concerns the committee would like addressed are: “What does it mean when a course is deleted? Is it gone or archived, or?” It was decided that the Distance Education committee will discuss this issue and offer their advice on proposed changes.

Brian told the committee that IS is looking at redoing the algorithm used for registration. This may change the way priority registration is configured. Also, Fall 2012 is set for the hard/soft block process to be implemented.

**Action:** Distance Ed Committee will discuss course deletions proposal in BB and provide their feedback as to timeframes, verbiage, etc.

**Action:** Kerry will draft sample email re: online instructors deactivating their online courses and email committee.

**Classroom Clickers Task Force:** This task force had met twice in the past to discuss standardizing clickers in the classrooms. The committee is comprised of: Kerry Kilber, Janet Gelb, Jeff Lehman, Dave Steinmetz, Shawn Hicks, and Pat Murray. Kerry would like to see this committee revived to finalize their work on this issue and establish two types of clickers for classroom use.

**Action:** Revive Clicker Task Force and establish authorized classroom clickers.