

Learning Technology Development Council (LTDC)

Meeting Minutes

Date: November 8, 2013

Minutes taken by: Renee Pfeifer-Luckett, UW-Whitewater

Attendees:

Thomas Arendall, Joanne Dolan, Pat Eaton, Karla Farrell, Jane Henderson, Kerry Huberty, Molly Immendorf, Joseph Kmiech, Kristin Koepke, Lisa Landgraf, Gene Leisz, Amy Mangrich, Cari Mathwig-Ramseier, Mary Mielke, Mary-Alice Muraski, Renee Pfeifer-Luckett, April Pierson, John Thomson, Lorna Wong

Action Items:

- LTDC reps to send comments about Ignite to Lorna.
- John Thomson will share faculty research data that was done in Madison with Lorna
- LTDC reps to review content on the YouTube "LTDCePedagogy" account
- LTDC reps will link their UW email account with their google account – please do so in the next two weeks
- LTDC reps to consider what to do with the LTDC blog
- LTDC reps to help promote the 2014 Virtual Showcase and ensure the call for proposal is distributed on their campus

Agenda/Notes:

1) Approved October 2013 meeting minutes.

2) Updates from Lorna

- Recap of first D2L Ignite Wisconsin conference (214 attendees, overall positive comments). Several members noted that they heard good feedback and that it was helpful to have a local event like this, faculty enjoyed it quite a bit. Lorna asked for comments to be sent to her. We would like more faculty to attend next time.
- BB-Collaborate Contract ends June 2014, Lorna is trying to get statistics on usage patterns and will survey faculty for to help with the renewal process. There is a lot of competition out there but we have an established user base. Lorna met with BB-C, and asked to know other users to talk to. Lorna has a list of 300 or so faculty users from Utility and will use that list for the faculty survey. Amy asked if the list was available to see which faculty members will receive the survey, and Lorna said if anyone wants to help she would send them the list. John Thomson offered to share faculty research that was done for Madison very recently and he will try to get the data to Lorna soon.
- Media Management System RFP: Contract with Kaltura was signed and they are planning the kickoff meeting, with the goal to get the system up and running by Spring 2014 with D2L integration. Kaltura/D2L integration requires D2L v 10.1 or above so we can't test before the D2L upgrade in January. Working with Kaltura to move the current files from the pilot over to the new system. Policies will also need to be set – file retention and such. Peter Mann and Lorna are working on that. We may be able to get Kaltura in QA, not sure it is possible. Each campus will have a representative. Contract

is for three years.

- LTDC Virtual Conference: April 10-11, 2014, Call for Proposals open <http://uwsltcdshowcase.wordpress.com/> Molly discussed the areas of focus that will be covered in the conference. Proposals will be reviewed in January, and submitters of accepted proposals will be notified by February 10, 2014. Please promote!!
- LEARN@UW Executive Committee: group that submits budget requests and supports learning technology initiatives. Looking for a group to help develop a roadmap for academic technologies in order to learn about what campuses would like to do, or plan to do, this will allow system level understanding of what is coming and can know what they should be focusing on. Looking to hold some sort of summit on online education, instructional technology and that sort of thing – this is in the beginning phase of talks but expects that LTDC reps will be needed to help.

3) LTDC Monthly Meetings – Kerry discussed the new campus collaborative sharing format (see:

<https://docs.google.com/a/uww.edu/document/d/1pExk9ITSuDH98WoCln023icp3JUJnXNw5xzFCP9xQOk/edit>). There are four business meetings per year (2 are face-to-face and 2 are virtual) which leaves 8 meetings for collaborative campus sharing. Each month, one campus rep will sign up and volunteer to discuss a topic of their choice. We are also encouraging others (faculty or others interested in the topic) to participate. We will also have discussion questions for the group. Instead of having a 20-minute presentation, we will have a topic, given an overview, what have you found and then pitch questions or dilemmas with the group for a greater discussion. Not a huge commitment, since you don't have to fill the whole hour. Each campus will be responsible for signing up for one of the sessions every two years. Lightning rounds could include 4 people. In the Google doc, we have a potential list of topics. We are looking to start in February. Kerry will monitor the signup and let Renee know when she develops the meeting agendas. John asked if Lorna will provide updates? Kerry said yes, we would still have Lorna updates at the beginning of each meeting. This is a flexible process – Lorna might be able to distribute information in advance and use the time to discuss. We will try this out and see how this evolves. Kerry is going to keep this process going and bug people when necessary. We should encourage LTDC friends to attend and participate in the campus sharing meetings. Four business meetings we have are really not geared for LTDC friends. Lorna prefers that we have a program so we can advertise.

4) LTDC Handbook Distribution: Executive Committee has done a close-to -final review, minor edits need to be done. Renee asked the group how to distribute the handbook, primary audience is for us (LTDC reps) but there is probably an external audience too. Gene suggested the LTDC website. Mary-Alice suggested providing in a PDF format so each rep can be “given” the manual, share with Provosts. Joe added that LTDC friends should get a copy. Renee mentioned “perspective reps” too and to put in Google . Renee asked that any additional ideas be sent to her.

5) LTDC Communication Plan (see:

<https://docs.google.com/a/uww.edu/document/d/1NNHFuVqqvUmV7AHvcl8m->

[vy6evVLkbvGw1vqdz2G4w/edit](#)): April discussed that the LTDC needed to find a way to replace the UWW wiki. The committee has recommended Google Docs/Drive to replace the use of the wiki. April demonstrated the structure of the LTDC folders and documents in Google. Access can be set at the folder level, so you don't have to assign rights to each individual document. LTDC reps and alternates will have editor rights. Only people with the link to the document can view it. Associate members or friends can be added as needed. There is lots of flexibility in setting access rights. Will the owner be the person to add/remove people to the space? Anyone who is an editor can change permissions and add/remove people. We started with more flexibility than less to start but this can always be modified. April will manage the folder permissions and provide help with using this new system if needed, maintain LTDC email account, make sure all info is passed on to the next Communications person when the time comes. April requests that you link your UW email account with your google account – please do so in the next two weeks. Instructions are provided in the communications plan. Clicking on “Shared with Me” folder will show you all items created by others that are shared with you – here is where you will find the LTDC folders. During the discussion it was decided that agendas and minutes should be in the same folder. Mary-Alice suggested having one document for each month's agenda and minutes. Instead of emailing an agenda or minutes as a document attachment, let's email links to documents instead. Molly also suggested adding sub-folders for each year.

6) LTDC Social Networking: April reviewed the various social networking accounts associated with LTDC. Please review what is on the LTDC YouTube account (LTDCePedagogy) and see what is still valid and should be brought forward and what can be left for historical purposes. We need to consider adding more too. Cannot figure out the Twitter password – no one can get in. Lorna will check with Leif, but David Delgado did not have it. LTDC blog has not been updated in a year – what do we want to do with the blog? We could move it to another Wordpress host, but is this how we want to communicate with our external audience? Joe suggested that we do a majority in Google and perhaps use newsletter instead of blog?

7) **Next Meeting:** LTDC meets every 2nd Thursday from 10:00-11:00 am via Bb Collaborate. Next meeting is on December 12, 2013. December minutes will be taken by Mary Mielke, UW-Stevens Point.