

# Learning Technology Development Council (LTDC) Handbook v. 1 (last changes made April 22, 2014)

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## I. Introduction

The purpose of this document is to provide University of Wisconsin System campus LTDC members with a central source for information on LTDC definitions, policies, and procedures. While this handbook is intended to provide LTDC members with a tool to support the effective operation of the LTDC, others may also find the information contained to be useful in better understanding the LTDC structure and operations.

## II. LTDC: Who We Are

The Learning and Technology Development Council (LTDC) is a recognized UW System constituency group that is dedicated to supporting technology use to enhance the teaching and learning mission of the UW System institutions. The LTDC provides a collaborative forum for UW System learning technologists, instructional designers, and instructional technology support professionals who support faculty and student use of instructional technology, with the ultimate goal of improving student learning outcomes. Many campus learning technology staff are also active Instructors in their own discipline, while others are instructional designer and technologists who work directly in support of the teaching and learning mission of the campus.

The LTDC is coordinated by the Office of Learning Technology Development, a unit of the UW System Office of Learning and Information Technology (OLIT). The OLIT Director of Learning Technology Development is the Liaison for UW System campus learning technology support units, and coordinates learning technology initiatives and communication through the UW System LTDC. OLIT is responsible for system-wide collaboration and enhancement of six major areas of Information Technology System-wide:

- Overall System-wide IT Planning
- Technology for Teaching and Learning
- Development of Major Administrative Systems
- Wide Area Networking Issues
- Library Automation and Collections Enhancement
- Research and Development in Emerging Technologies

### LTDC Mission

The mission of the LTDC is to encourage UW System-wide collaboration among campuses, and support individual campus efforts, that promote the pedagogically-sound use of technology in teaching and learning, as well as explore the use of existing, new and emerging technologies in higher education.

### LTDC Vision

The vision of the LTDC is to enable, on UW System campuses, highly engaged and collaborative teaching and learning environments that are enhanced by the pedagogically-sound use of technology to foster active learning and critical thinking.

## The History of the LTDC

The LTDC was formed in 1997 with formal recognition of its purpose and membership by the UW System to address the increasing need for faculty development and instructional support across the UW System in the area of learning technology. The LTDC provides a forum for collaboration and sharing of expertise among campuses on issues related to instructional technology. Common solutions are sought on the effective pedagogical use of technology and how learning outcomes are maximized, facilitated and assessed. The LTDC has also been instrumental in spearheading emerging technology projects to achieve a balance between learning about technology and learning through technology, as well as in supporting UW System's leadership role at the national and international levels.

UW System originally had the foresight to create the LTDC and allocated support funding at a campus level [initially called faculty technology fund, later broadly named Curricular Resign Program] to establish a learning technology center (LTC) on each campus in recognition of the importance of permanent learning technology support staff to the learning mission. Over the years, the campus LTC function has become an indispensable entity on each campus. With the rapid growth of online and technology dependent courses and programs and emerging technology that has transformed many aspects of learning and teaching, the expansion of the LTC functions across the system is critical to our teaching and learning mission, as recognized in the e-Learning Work Group (eLWG) report.

The LTDC has actively participated in technology initiatives at the UW System level. Some recent examples include:

- Course Management System RFI/RFP task force 2002-2003 resulted in the selection of Desire2Learn as a system wide course management system (CMS)
- Implementation of the Desire2Learn system during 2003-2004 on course conversion and redesign consultation and training for faculty and students
- e-Learning Work Group (eLWG) 2007-2008 to review the CMS landscape and future direction of e-learning at UW System
- Active participation in the task force committees to carry out the recommended actions as outcome of the eLWG report
- Review common technologies including Streaming Media services, Synchronous/Web conferencing tools, and other online authoring tools
- Explore online and hybrid course design standards that lead to the establishment of UW System consortium with Quality Matters
- Initiate a pilot project in D2L e-Portfolio 2009-2011 with over 50 faculty and over 1200 student participation at 5 campuses
- Examine digital content repositories status at UW System and D2L Learning Repository possibility 2008-2009

## III. LTDC: What We Do

The work of the LTDC affects the direction of learning technology at the institutional and system-wide levels, fosters collaboration, focus on student outcome and faculty development, goes beyond the classroom (virtual and physical), integrates the technical and the pedagogical,

encourages emerging technology as well as oversees the well-being and identifies the potential in enterprise systems. It is the most effective bridge between pedagogy and information technology support in teaching and learning.

The LTDC is a strong guiding force to encourage faculty adoption and innovation in teaching, develop learning environments that actively engages today's learners, provides leadership in advancing innovation in teaching and learning with technology in an era of budget uncertainties, and continues to leverage and manage resources and expertise through the excellent foundation built with the LTDC.

The LTDC communicates regularly via monthly conference calls, listservs, website and blogs, and bi-annual face to face meetings. The LTDC participates regularly at the UWS Information Technology Management Council (ITMC) joint conferences. In 2007, the LTDC also developed a Strategic Plan in response to the exponential growth and demand of learning technology support system wide. All major activities and projects of the LTDC are supported by the Curricular Redesign Program, which provides opportunities for exploration, and collaboration, and sharing.

LTDC members are expected to engage with their campus community to:

- actively seek out, experiment with, and promote the use of new and emerging technologies that enhance Higher Education teaching and learning
- collaborate on learning technology pilot projects (large, multi-campus as well as smaller single-campus)
- promote the pedagogically-sound use of technology in teaching and learning
- positively affect student learning outcomes with the effective use of technology
- design and conduct professional development and training for instructors on the use of instructional technologies for teaching and learning
- work with instructors to facilitate implementation of learning technologies in courses
- provide (or are closely associated with) the first line support and administration of the learning management system used on campuses (currently Desire2Learn)
- indirectly touch the academic lives of the vast majority of our students (currently, more than 80 percent of all UW students use our learning management system (D2L) in at least one course.
- present project findings and best practices at national and international conferences and organizations

The LTDC is wholly committed to the use of technology-enhanced learning to address broader initiatives such as the Wisconsin Growth Agenda, the LEAP Essential Learning Outcomes, Educause Learning Initiative, and the AACU High-Impact Educational Practices.

*(Source of info:*

<http://www.wisconsin.edu/olit/ltdc/resources/downloads/ltdcBrochurewithshadeNew38.pdf>)

## LTDC Strategic Initiatives & Plans

The current LTDC Strategic Plan, which includes initiatives and goals, past LTDC strategic plans, and Summaries of Accomplishments are available at this site:

<http://www.wisconsin.edu/olit/ltdc/prog/>

## IV. LTDC Governance, Structure & Operations

The LTDC is guided by the Director, Learning Technology Development within the University of Wisconsin System Administration, who acts as a liaison and serves as the communication channel among the campus LTDC representatives, encourages and supports the LTDC mission and strategic plan, and also manages LTDC resources. Each UW System campus has an official representative appointed to the LTDC by the Provost. There are currently 15 members of the LTDC (membership list: <http://www.wisconsin.edu/olit/ltdc/reps/index.html>). Campus LTDC representatives may also have other roles on their campus, (e.g., LMS administrators or Center Directors). An ex-officio member includes a representative from UW System (usually the OLIT Director of Learning Technology Development) is appointed by the UW-System Vice President of Academic Affairs. The LTDC Executive Committee is charged with ensuring that LTDC activities are carried out effectively.

### LTDC Representative: Roles and Responsibilities

Appointed by their campus Provost, the LTDC representative is a member of the LTDC and represents their campus and votes on LTDC matters on behalf of their campus. The campus LTDC representative should be a person in a leadership role within the campus learning technology unit. In that leadership role, the LTDC representative has direct responsibility for supporting or managing learning technology programs, works with faculty, has direct access to the academic leadership on campus, and who is able to coordinate campus efforts to participate in collaborative projects with other UW campuses. He/she should have a close connection with the campus LMS site-administration personnel and other instructional support and faculty development areas.

LTDC representatives should:

- Be well acquainted with the LTDC by-laws and strategic plan
- Attend the monthly LTDC conference calls and bi-annual F2F meetings
- Disseminate LTDC or UWS learning technology information to the appropriate campus constituents in a timely and efficient manner
- Act as a liaison to coordinate campus responses to the LTDC or UWS programs or initiatives
- Act as a champion to encourage and promote LTDC or UWS programs to campus faculty and other learning technology staff on campus
- Participate actively and lead in emerging technology or effective technology collaboration projects with other campus peers
- Share best practices and expertise with the LTDC community
- Serve on LTDC ad hoc committees and the LTDC Executive Committee
- Mentor the associate LTDC Representative on the local campus

- Possibly mentor new LTDC Representative from other campuses
- Create an annual action list for LTDC Representatives (from a template)

### Alternate LTDC Representatives

Deemed by LTDC Representative, the Alternate fills in for the LTDC Representative when they are unable to attend meetings. If a vote is taken, the Lead Representative identifies the Alternate as their campus vote. Most campuses have many other instructional Technology and Instructional Design staff. The LTDC encourages their involvement, especially in face-to-face meetings, during collaborative sharing and in making contributions to the many video and written forms of communication available to faculty from the LTDC.

### Membership Categories

- **Voting Members:** The voting membership of the LTDC is composed of a representative appointed by the Provost (or comparable position) of each UW institution (one each from the four-year campuses, UW Extension, and UW Colleges). It is expected that this person be closely associated with institutional activities promoting the use and development of learning technologies in instructional settings. The names of all voting members of the LTDC shall be posted on the Web or made publicly available in another manner.
- **UW-System Member:** There shall also be an ex-officio (non-voting) representative from UW-System, appointed by the Vice President for Academic Affairs. The name of this representative shall be posted along with the list of voting members.
- **Associate Members:** Other individuals affiliated with the University of Wisconsin with interests consistent with the LTDC mission statement may participate in LTDC activities, however, only the official campus representative has voting privileges and the ability to serve on the Executive Committee. Furthermore, participation of Associate Members in meetings and discussions may be limited (See: Meetings). Associate Members are encouraged to participate in committee work and become involved in both campus and LTDC activities.

### LTDC Executive Committee: Roles and Responsibilities

The role of the LTDC Executive Committee is to: 1) plan, organize, and conduct LTDC meetings 2) act on recommendations and directives of the LTDC, 3) address issues and concerns that affect the LTDC, 4) act on behalf of the LTDC in emergencies or as needed or when timeliness is an issue, and 5) resolve procedural questions.

- **Executive Committee Membership:** The Executive Committee shall consist of five voting members of the LTDC. Each member of the Executive Committee shall serve a three year term. If the outgoing Chair has completed their three year term, they will continue on for one more year in an Ex Officio, non-voting role on the Executive Committee. If the outgoing Chair has not completed their three-year term, they will continue their term as a member-at-large of the Executive Committee. The names of the members of the Executive Committee shall be posted on the Web or made publicly available in another manner.
- **Selection of the Executive Committee:** The three year terms for Executive Committee members shall be staggered so no more than two new members are elected in a normal

year. Voting shall take place at the spring meeting of each year. The term of Executive Committee members begins and ends as soon as the election is successfully concluded. If a vacancy on the Executive Committee develops at a time other than the spring meeting, that vacancy shall be filled at the earliest possible opportunity. The method of voting shall be at the discretion of the Executive Committee Chair.

- **Selection of the Executive Committee Leadership:** The Executive Committee shall meet within 24 hours of the spring election for new Executive Committee members and select a Chair-elect and Secretary. The method of selection is at the discretion of the Executive Committee members. The transition of officers shall take place immediately after the new officers are selected.
- **Executive Committee Chair:** The Executive Committee Chair shall be the previous year's Chair-elect.
  - **Duties and Responsibilities of the Chair:** The Chair position is the leadership position of the LTDC. The Chair is responsible for calling, organizing, and conducting meetings of the LTDC and the Executive Committee. It is assumed that the Chair will include other LTDC members in on some of these tasks. The Chair represents the LTDC and serves as the spokesperson for the LTDC. The Chair represents the LTDC on the Learn@UW Executive Committee. The Executive Committee Chair shall also function as the LTDC Chair.
- **Executive Committee Chair-Elect:** The method of selection is at the discretion of the Executive Committee members. The Chair-Elect must have at least two years remaining in their Executive Committee term.
  - **Duties and Responsibilities of the Chair-Elect:** The Chair-Elect assumes the role of Chair when the Chair is unavailable.
- **Executive Committee Secretary:** The Executive Committee shall select a Secretary.
  - **Duties and Responsibilities of the Secretary:** The Secretary is responsible for taking notes at Executive Committee meetings and distributing them appropriately. The Secretary will ensure at other LTDC meetings that notes are taken and distributed.
- **Executive Committee Communications Office:** The Executive Committee shall select a Communications Officer.
  - **Duties and Responsibilities of the Communications Officer:** The Communication Officer is responsible for managing the LTDC web presence and organizing sub-committees as necessary for initiatives related to internal and external communication.
- **Duties of the Members-At-Large:** The members-At-Large are responsible for those tasks which the Chair delegates to them
- **Additional Committees:** Ad Hoc committees may be formed by the LTDC, the Executive Committee, or the Chair. These committees may include Associate Members of the LTDC, but the Chairs of these Ad Hoc committees shall be voting members of the LTDC.

## LTDC Operations

### Meetings

The LTDC meets face-to-face on a semiannual basis, once during the fall and once during the spring semesters. In addition to the fall and spring meetings, the LTDC shall meet regularly throughout the year. It is preferred that these meetings be held monthly, but they may be more or less frequent depending on the need. These meetings shall be scheduled well in advance. These meetings may be face-to-face, or involve teleconferencing, Internet technologies, or other media that allows for synchronous communication between distant locations.

Currently, the LTDC meets monthly via web conference and are held on the second Thursday of the month from 10:00-11:00 am. The agenda is set by the Chair and OLIT Liaison in consultation with the Executive Committee. Monthly meetings include reports and, when possible, a collaborative sharing by UW System community members takes place, with topics such as use of a current/emerging technology or tool are presented. Minutes and agendas can be found on the LTDC website <http://www.wisconsin.edu/olit/ltdc/prog/>.

The Chair may call special meetings of the LTDC to address immediate concerns, and the Chair shall determine how these meetings are conducted. The Chair may limit discussion of specific topics to only voting members of the LTDC. The LTDC Executive Committee shall meet in conjunction with the fall and spring face-to-face LTDC meeting. In addition, the Chair may call meetings of the Executive Committee as needed. The Chair shall determine how these meetings are conducted.

### Elections and Voting

Only voting members of the LTDC, as defined in the "Membership Categories" section of this handbook, may vote on LTDC issues. If the LTDC member of a UW System institution is unavailable to vote, they may designate a temporary substitute to act in their place. Any questions pertaining to the validity of someone acting on behalf of an absent voting member of the LTDC shall be resolved by the Executive Committee.

### By-Laws

Amendments to LTDC By-Laws must be approved by a 2/3 vote of all LTDC voting members. Prior to the vote, a document displaying the exact wording of the proposed amendment must be made available to voting members. This document may be a printout, email, email attachment, discussion posting, or any other format that can be preserved. Sufficient time shall be allowed for discussion before the vote is taken. The vote shall be conducted in such a manner that the vote of each individual voting member is known. This may be a roll-call vote, either face-to-face or teleconference; email; or some other media.

## V. Resources

### LTDC

- Website: <http://www.wisconsin.edu/olit/ltdc/>



- Google Drive: <https://drive.google.com/a/uww.edu/?urp=https://docs.google.com/a/uww.edu#folders/0B6skw4Dkee7GMDU4NmRjMzctM2M2Zi00OGYyLWFiOWQtNWE0YmYwMDImOTJk>
- Brochure: <http://www.wisconsin.edu/olit/ltdc/resources/downloads/ltdcBrochurewithshadeNew38.pdf>
- Strategic Plan (April 2007-April 2010) - <http://www.wisconsin.edu/olit/ltdc/prog/Strategic%20Plan%20for%20LTDC-2007-10.pdf>
- Strategic Plan (April 2011-2013) - <http://www.wisconsin.edu/olit/ltdc/prog/Strategic%20Plan%20for%20LTDC-2011-13.pdf>
- Bylaws - [http://www.wisconsin.edu/olit/ltdc/prog/ByLaws\\_LTDCRev04-10.pdf](http://www.wisconsin.edu/olit/ltdc/prog/ByLaws_LTDCRev04-10.pdf)
- Current Initiatives: <http://www.wisconsin.edu/olit/ltdc/initiatives/index.html>

### Partner Entities

- **Council of UW Libraries (CUWL):** CUWL provides a forum and structure for library and information planning within the University of Wisconsin System. (<http://uwlib.uwsa.edu>)
- **Educational Media Technology Council (EMTC):** This group provides a forum for addressing educational media and technology issues that affect individual campuses and the University of Wisconsin System as a whole. (<http://www.uwex.edu/disted/emtc/index.cfm>)
- **Information Technology Management Council (ITMC):** ITMC considers information technology matters of common interest among University of Wisconsin institutions, and to address such issues as may be directed to them by UW System Administration. (<http://web.uwsa.edu/itmc/>)
- **LEARN@UWW:** This group is the "Utility" that hosts the UW System LMS (currently Desire2Learn). UW-Madison adopted the name LEARN@UW as the name of their Desire2Learn instance. (<https://learnuw.wisc.edu/>)
- **Office of Learning and Information Technology (OLIT):** This office is dedicated to supporting the use of technology to enhance the teaching and learning mission of the UW System institutions. (<http://www.wisconsin.edu/olit/>)
- **Office of Professional and Instructional Development (OPID):** OPID provides leadership in fostering the pursuit of effective and innovative teaching to enhance student learning for all students and promote academic quality throughout the University of Wisconsin System and beyond. (<http://www.wisconsin.edu/opid/>)

### Funding

- Growth Agenda for Wisconsin Grants Program: <http://www.wisconsin.edu/acss/grants/growthagenda/>
- Past Curricular Redesign Grant Funding Information: <http://www.wisconsin.edu/olit/ltdc/grants/index.html>

### Events & Conferences

- LTDC Events & Conferences: <http://www.wisconsin.edu/olit/ltdc/events/index.html>

## VI. Frequently Asked Questions (FAQ)

### What kinds of technologies are supported by the LTDC?

Currently, the following technologies are included in the LTDC Technology Portfolio:

- Student Response System in the classroom & remote
- Podcasts - video and audio
- Kaltura Video Platform
- iTunes-U initiative
- Web 2.0 applications – blogs, wikis, YouTube ...
- Digital Storytelling
- Hybrid & Online course redesign, Quality Matters and other rubrics
- Flash application for media content delivery
- Effective Media technologies for online learning
- Streaming video services
- Learning Space design
- Virtual World pedagogy - specifically Second Life
- Digital Content repository - on-going discussion and small pilot

### How much time should I expect to spend on LTDC activities?

As an official representative of the LTDC, you are expected to keep abreast of the current happenings of the LTDC, disseminate LTDC-related information to your campus community, collect feedback from your campus community, and communicate back to the LTDC. You will also take advantage of the opportunities provided by the LTDC to coordinate and encourage participation on instructional technology projects on your campus. You will attend ALL monthly conference calls, and bi-annual meetings, as well as other web conferences or events during the year. Active participation can mean 2-4 hours or more a week, depending on your level of engagement. Participation in LTDC-related activities normally integrates with part of your campus responsibilities and should not encompass an extraordinary amount of extra time. The Alternate Representative will serve as a backup of the official LTDC Representative, and should establish expectations internally to ensure smooth and efficient flow of communication that best benefits your campus community.

Associate members are expected to actively participate in LTDC events and projects based on your interests and available time. You should share your expertise and experience with the LTDC community. There are no specific obligations, but if you volunteer to participate in a project of interest, you should understand the commitment of your effort affects the success of the project and plan your time accordingly. Please seek permission from your supervisor if deemed necessary.

### How do new LTDC Representatives find out who they should report information to on their campus?

Once you understand the mission and the activities of the LTDC, you should determine the proper chain of reporting in your organization and carry out your responsibilities accordingly. Through the use of a communication plan, you can ensure internal and system-wide visibility

and benefits of the LTDC and its activities to UW System administration support. Thus your efforts and those of the LTDC need to be regularly brought to the attention of administrators. A critical function of the official campus LTDC representative is to build and maintain the bridge of communication between the various entities and groups on your campus and UW System about learning technologies. If you need help or to consult on bridging communications, please work with the OLIT Director of Learning Technology Development (currently, Lorna Wong), or seek advice from more experienced LTDC members.

### **What should a communications plan look like on my campus?**

The communication plan depends on your organization structure. You should build the dissemination of LTDC activity information into your regular channel of communication with faculty, other instructional support staff, your supervisors and other constituent groups. Also keep in mind that while a technology or a project may not be of immediate interest to your unit, others on campus may find it an opportunity to explore. Always try to communicate widely (but manageably) on events, projects, and opportunities. Be prepared to follow up and follow through with activities. You are the conduit for your campus to the LTDC.

### **How do I get on the LTDC listserve? Who can get on the LTDC listserve? What is talked about on the LTDC listserve?**

The LTDC Listserv is a mailing list that has restricted membership to the campus LTDC representatives and the Alternate Representatives. This is a channel of communication on LTDC business, official announcement and information from UWS, and it also serves as a venue for LTDC representative to exchange information with each other. The restriction of membership is intended to make sure all communication are properly distributed to all official representatives of the campus who in turn will follow their campus communication plan (see above), and properly disseminated to the campus constituents. The restriction is not necessarily to preserve confidentiality of the matters, rather, it is designed to ensure ownership of information and well managed distribution and follow-up.

### **Can I attend an LTDC meeting?**

Yes, all interested learning technology professional ARE invited to the LTDC events, participate in projects, and attend the monthly conference meetings that include a collaborative sharing of technology segments. There is a business portion of the meeting on the monthly call. The LTDC Chair reserves the right to close that portion of the meeting to only the LTDC Representatives and Alternate Representative, as needed. Currently, the monthly meeting is held in BB-Collaborate, and access is granted to only those who request to join the meetings. If you are not an LTDC-rep, and interested in the meetings, please follow the LTDC meeting minutes for a few months to determine your interest before requesting access. We welcome your participation, but we also encourage active contribution. Casual lurkers will be dismissed.

### **How do LTDC Representatives share resources?**

Google Drive, LTDC Website, LTDC Blog, YouTube channel, and more. A number of social media mechanisms are also set up on the LTDC website. Members need to take advantage of these.

### **Who do I go to when I have questions about what is happening in LTDC?**

Any member of the LTDC Executive Committee and the UWSA Liaison are also good resources.

### **What's the difference between a primary representative and an alternate representative?**

As an official representative of the LTDC, you are expected to keep abreast of the current happenings of the LTDC, disseminate LTDC-related information to your campus community, collect feedback from your campus community, and communicate back to the LTDC.

The Alternate Representative will serve as a backup of the official LTDC Representative, and should establish expectations internally to ensure smooth and efficient flow of communication that best benefits your campus community.

### **How long to members serve on the LTDC?**

The Official LTDC Representative is appointed by the Provost. Thus theoretically the representative serves at the pleasure of the Provost. Occasionally, the representative's responsibilities changes within the organization, or the organization has taken on a new structure. It will then be a time to revisit the appointment to see if a new representative should be appointed to effectively serve as the campus LTDC Representative. All current members should periodically examine their role in the organization.

### **How many people per campus serve on the LTDC?**

One official LTDC-Representative (with voting rights), one alternative representative (to be assigned by the LTDC-rep), any number of associate members (LTDC Friends).

### **What are my responsibilities as an LTDC member?**

Associate members should participate actively in LTDC events and projects as your interest takes you. Members should share their expertise and experience with the LTDC community. There is no specific obligations, but if you volunteer to participate in a project of interest, you should understand the commitment of your effort affects the success of the project and plan your time accordingly. Please seek permission from your supervisor if deemed necessary.

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