

CEHSP ACADEMIC TECHNOLOGY PLANNING – MINUTES
DECEMBER 21, 2006
8:30 AM – 11:00 AM
CHESTER PARK – CEDAR GROVE CONFERENCE ROOM (D21)

Attendees: Tom Peacock, Patty Samberg, Char Harkings, Kathy Heltzer, John Taylor, Amanda Evans, Kent Brorson, Carol Kivi, Jim Antilla, Helen Mongan-Ralis, Morris Levy **Absent:** Karen Plass

Agenda:

➤ **Online Program**

- A. Evans Transformational Leadership Project (TLP) team put together a memo regarding online learning. This memo was given to Dean P. Deputy. The team is going to request meeting with Vice Chancellor V. Magnuson in January of 07. This memo may outline the sixth goal for this committee. Hand out provided.

➤ **Revised Committee Goals**

- J. Antilla suggested committee members work in smaller groups on goals. A. Evans suggested working on groups of goals as they interrelate. T. Peacock indicated that technology happens regardless of what plan the committee creates. J. Antilla suggested our committee can direct and plan for the direction the use of technology takes.
- Duluth News Tribune recently printed excerpts from the UMD Student Report to the board of regents. Students suggested simplification of the use of technology: use only one or two methods, have same laptop use for faculty/staff. Focus upon consistency within the university community.
- H. Mongan-Ralis suggested revision to Goal 1: “CEHSP will model best practices in using technology as a tool to enhance teaching and learning.” The technology should not be the point – technology is only a tool - the goal is to focus on teaching and learning. Committee suggested this statement should be our mission statement. It is a clearer and more accessible statement.
- Sub-goals: Goals should define more specifically the overall goal. These are not measurable but separate out specific things that will allow the overall goal to happen.
- Goal 2/Goal 4: Offer more specific details on opportunities for faculty. Goals should include: training, use of technology, instruction. Concern was raised on how to get faculty buy in. If we provide training and support in development and use of technology – tech camps at ITSS and the disciple effects or wave effect occurs.
- Goal 3: Provide the collegiate infrastructure and funding to support the technology needs. Good idea to have this as a stand-alone goal.
- New Goal: Develop consistent collegiate policies guidelines in the use of technology. Example: online teaching. This should be an OBJECTIVE not a goal.
- Objectives must be measurable. Two types of objectives exists.

- H. Mongan-Ralis has been asked to go to Kansas City regarding UMD's CEHSP Technology Committee's use of technology and or the goal toward the use of technology.
- A. Evans created visual file on the vision, mission, major goal and sub-goals for committee.
- J. Antilla indicated the Higher Learning Commission suggested CEHSP develop and deliver more online programming. A. Evans project had TLP team examine online teaching and learning.
- Looking at training and support in emerging technologies – create one of the online objectives

➤ **Objectives**

- Measurable objectives must be created. Suggestion regarding use of percentages as our initial goals. Example: 20% of all course work will be offered online. J. Antilla reported the demographics of incoming students are changing. A recent report shows that fewer students are graduating high school from our region. There is a growing market for online courses and this need must be addressed.
- Online courses are growing as demographics change. T. Peacock noted he is currently working with planning 4 online degrees: special ed, licenses, PhD, and international PhD.
- K. Heltzer noted the department of social work was bound by the Graduate School rules and regulations and the online education is currently not supported.
- Committee agreed that we can recommend to CEHSP particular online degree programs but cannot dictate all of the measurable goals.
- Committee created list of areas that need addressing. A. Evans compiled list during meeting.
- We must make sure we are not overriding or diverging from collegiate and/or university strategies and objectives. Is there a CESHP strategic plan? T. Peacock says – yes. Our tech plan must align with CEHSP, UMD and U of M. Peacock says it is currently being developed – our technology committee is creating part of that plan.
- Suggestion was raised to include administrative support with regard to technology use.
- Committee supports the idea of providing training or “workshops” but will work with existing structure – i.e. ITSS to deliver those opportunities. No need to provide redundancy.
- Committee brainstorms specific objectives. A. Evans complied ongoing list during meeting. Committee agreed that J. Antilla can categorize these objectives and send back to the committee for review. After break – T. peacock suggested that J. Antilla take over administratively at this point. J. Antilla will get information back to committee and will plan on reconvening in late January 07.

➤ **Adjourn: 11:05 am.**

LIST FOR A. EVANS TO COMPARE

Increase online offerings.

Laptop

Service/support

Continue to identify new technologies. J. Antilla makes a list of new technologies. Send these to him.

Learning new course management systems.

Lms – demographics and admin reporting

CMS – classroom management systems.

Communications/web – information will be posted.

Labs/funding for equipment

Specific equipment

Online

Web ct

Email

Netfiles

Jabberfiles

Equal access in all classes (web access, no projectors)

Digital divide – no access

Tech support and training for students vs. faculty/staff – different needs

Interface with library system

Training: how do you use equipment?

Instructional design – bringing webct into classroom

How do instructors use these tools effectively - ? instructional design

TA support – in classroom

Cehsp is down to 3 students for support.

Policies and guidelines

Transforming your face to face classroom

Pod casting

Streaming video

Prs (personal response system)

Netfiles – virtual drive on the web – using x.500 password

Eportfolio

WebCT

Jabberchat

Thunderbird and UCAI will be joined. Outlook will no longer be supported by ITSS.

breeze

data management for college

web design – web development

New UMD phone system

Cehsp needs technology presence – communication is necessary

Campus web committee is trying to improve the itss websites.

Cehsp website provides links to appropriate ITSS webpages.

J. Antilla will work on objectives. Get to committee then plan on getting together at the end of January 07.

Adjourn – 11:05 am