



TLRC (Teaching and Learning Resource Center) Advisory Council

MINUTES

SEPTEMBER 30, 2008 3:00 - 4:15 PM

FILHIOL 211

CHAIR	Mike Beutner
ATTENDEES	Mike Beutner, Ron Hill, Michael Broome, Chris Harris, Julia Barnhill, Megan Lowe, Eric McNeil, Gene Eller.
ABSENT	Unsure
HANDOUTS	Agenda (attached at the end of this document)
MINUTES TAKEN BY	Megan Lowe

- A. Megan Lowe volunteered to take minutes for this meeting.
- B. The previous minutes of the March 19, 2008 meeting were not reviewed and were tabled until they could be reviewed and approved.
- C. Review of previous deadlines was not applicable.

Agenda Topics

DISCUSSION	Review of University Week, Fall Semester
<p>A. Overall, University Week went smoothly without issues of concern. Julia Barnhill handled University Week very well. The council commended Julia Barnhill.</p> <p>Megan Lowe indicated that the Library was pleased with being able to offer more than one library update session.</p> <p>B. Eric McNeil offered some concerns. He indicated that he had a problem attending sessions he wanted to attend due to overlap. He also felt like the descriptions of the sessions on the schedule were insufficient and that the titles were deceptive; he recommended classifications for sessions (like keywords). The committee discussed and agreed that two days is the ideal time for University Week, and that 45 minutes was a good length for sessions. Chair Beutner suggested that all sessions provide at least one handout. McNeil further indicated that when sessions involved Moodle, those course materials <u>in Moodle</u> should remain available.</p> <p>C. This prompted a brief discussion of Moodle and Blackboard. Ron Hill indicated that there were still many problems with Moodle, but McNeil pointed out that students like Moodle. The committee generally agreed that Moodle is the application of choice for distance learning at ULM. Faculty interest in Moodle-related workshops is high. Chair Beutner suggested developing streamlined video tutorials on the TLRC website for faculty to use Moodle quickly.</p>	

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CONCLUSION	University Week was a success.
<p>The current format for University Week workshops will not change. The length of future sessions will be 45 minutes long. All future TLRC sessions/workshops will be described in greater detail. All presenters will be expected to provide every member of the audience with at least a one-page handout. Every presenter will be asked to provide the same workshop twice on staggered days and schedules to avoid scheduling conflicts.</p>	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	TLRC Membership
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Chair Beutner indicated that the membership of the TLRC Advisory Council is in a state of flux. He has sent a list of possible members to the Provost for approval.

CONCLUSION

The membership of the council will be finalized.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Approval of TLRC membership	Provost Richters	

DISCUSSION	Current Status, Role, and Vision of the TLRC
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The TLRC currently does not have a physical location. It is entirely virtual (see the new website at <http://www.ulm.edu/tlrc>). Chair Beutner indicated that we have (pending) a full-time graduate assistant. He also indicated that the Provost wants action from the TLRC to move forward. Beutner referred the committee to the statement of vision on the TLRC website. It is fundamentally: do something creative that faculty can use to make ULM better.

CONCLUSION

We may not have a physical location on campus, but we have a virtual one. We are putting everything we do on the TLRC website. We have an assistant (the GA); we have a purpose, a role, and a vision.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	The Ways Committee Members Can Help
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There are several different ways in which the TLRC functions. There are projects and services the TLRC will offer. Committee members can help by volunteering to work on these projects and services. They include:

- a. University Week, Spring 2009 - **Planning of sessions.**
- b. TLRC Workshops - **All TLRC Council members will be expected to help initiate and organize workshops throughout the year and during University Weeks.**
- c. TLRC acknowledgements and recognition. **Openly and actively identify and acknowledge faculty and staff who are making a difference.**
- d. TLRC videos of faculty and staff on various topics. **Actively identify ULM faculty and staff to speak for about 10 minutes in front of a video camera on a topic that promotes or supports excellence in pedagogy. Production and technical issues will be handled by Chair Beutner.**
- e. Online resources (MERLOT, tutorials, videos, files, etc.) **Actively identify resources of interest for the TLRC website.**
- f. University Week, Spring 2009 – Administration **Volunteer to help administer University Week sessions.**
- g. Identification of resources (travel to special places, attending conferences, etc.) **Identify resources that could benefit the university and make tentative plans for proposing a trip.**
- h. Proposals (The following examples were discussed:
 1. **Funding of faculty to present at national conferences; those faculty then conduct a workshop at ULM, coordinated by the TLRC. Or, the faculty participant could recommend a conference presenter or speaker to come to ULM for a presentation. This last suggestion was added by Ron Hill. Both suggestions were approved.**
 2. **Giving faculty who attend 5 TLRC technology workshops on video production/editing a "Flip" video camera. The committee approved this enthusiastically and unanimously.**
 3. Council members are encouraged to actively propose ideas.
- i. Planning for Academy in 2009-2010. (10 weekly seminars) **Chair Beutner reported that he had not had a chance to review the TLRC materials that were in the former TLRC office. Apparently there are boxes of unexamined TLRC materials stored in the library at an undisclosed location. At this time,**

storage of materials is an issue.

The Council agreed that the Academy was too important to organize haphazardly during this academic year. For this reason, the Academy will be offered during the next academic year during the Fall semester. Planning for the Academy will be finalized during the spring semester of 2009.

- j. Developing tenure-related resources. Developing promotion and tenure resources. **Discussion revealed that more resources are needed, as well as templates, forms and example tenure portfolios. These may be added to the TLRC website.**
- k. Possibility: New Media publishing opportunities (open access electronic publishing of research from ULM) – **this raised the question of the role of the bookstore in this process; would be peer-reviewed to guarantee quality; linking resources in Moodle.**
- l. Possibility: Setting up one-on-one student internships to support faculty with technology – students with the know-how to help professors. **This idea was approved pending more information from the newly established internship office. Chair Beutner agreed to find out how internships could be used to support faculty.**
- m. Streamline paperwork process of TLRC – **This idea, presented by Chair Beutner, involves directly accessing the online faculty activities database to directly annotate entries related to TLRC workshop attendance.**
- n. Electronic portfolios (suggested by Ron Hill) – Pharmacy students already engage in a process of creating electronic portfolios; other areas might benefit from such a process. Professors might be interested in this. This idea received great interest.

Discussion for commendations to recognize and acknowledge outstanding support of faculty resulted in the unanimous decision to select **Sheau Yun Choo** and **Paula Thornhill** for their outstanding service in supporting ULM faculty. The Council recommended that a letter from the Provost's office be sent as formal recognition of excellence.

CONCLUSIONS	Members volunteered for various opportunities and made suggestions. Eventually, a list will be put on the TLRC website. Sheau Yun Choo and Paula Thornhill have been identified for commendation.
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Commendations

Sheau Yun Choo and Paula Thornhill should receive recognition in the form of an award and an official letter from the TLRC and/or Provost's Office.

ACTION ITEMS (TENTATIVE)	PERSON RESPONSIBLE (TENTATIVE)	DEADLINE
a. University Week, Spring 2009 – Planning	Julia Barnhill, Megan Lowe	
b. TLRC Workshops	All council members	
c. TLRC Acknowledgements	Mike Beutner	
d. TLRC videos	Mike Beutner	
e. Online resources	Mike Beutner	
f. University Week, Spring 2009 – Admin	Julia Barnhill, Megan Lowe	
g. Commendation letter to Sheau Yun Choo and Paula Thornhill	Mike Beutner will ask the Provost to sign letters of commendation.	
h. Completion of Task List	Mike Beutner will formalize a task list on the TLRC website.	

DISCUSSION	Times of Future TLRC Meetings
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Mike Beutner noted that it makes sense for the TLRC to connect with GARNET, and as the TLRC does not have a physical location at present, meetings should be held in Filhiol 211, home of GARNET. A time that GARNET is officially open would be good times for the TLRC council to meet. The Council agreed.

CONCLUSION	
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The TLRC council will meet in Filhiol 211, in association with GARNET.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Schedule meetings	Mike Beutner	
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DISCUSSION	Availability of Strauss Hall for TLRC Workshops on Fridays	
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Mike Beutner informed the Council that he will soon obtain a key to computer lab Strauss 151 that seats up to 25 people. (There have been delays in getting the key.) The lab would be ideal for any kind of TLRC workshops on Friday mornings (and Friday afternoons when the university is closed). It may be possible to use Fridays for TLRC workshops. The lab is used for Instructional Technology courses; so, it has software for a variety of needs.

CONCLUSION	Mike Beutner is getting the key for the lab that the TLRC can use for workshops.	
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Mike Beutner will get the key for the Strauss Computer lab.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Administration of the lab key	Mike Beutner	

DISCUSSION	New TLRC website	
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Mike Beutner informed the council that the TLRC website has been updated: <http://www.ulm.edu/tlrc>
Response was quite favorable.

CONCLUSION		
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	MERLOT	
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The council discussed MERLOT, "is a leading edge, user-centered, searchable [collection](#) of [peer reviewed](#) and selected higher education, online learning materials, catalogued by registered members and a set of faculty development support services. MERLOT's vision is to be a premiere online community where faculty, staff, and students from around the world share their learning materials and pedagogy" (from the MERLOT website). Beutner has encouraged TLRC council members to join and believes it to be a great model for the TLRC. It has great online resources and provides a great avenue for making available the contributions of scholars' labor.

Gene Eller noted that Chris Thompson, ULM Music faculty, has an Innovator project on MERLOT, a multimedia project on the Baroque period.

CONCLUSION		
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TLRC members need to join MERLOT, if they haven't already. The TLRC website will feature MERLOT content on the TLRC website and in future workshops.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Join MERLOT	Council members who haven't joined MERLOT yet should do so.	

Note: The original agenda for this meeting follows, below.

TLRC Meeting, Filhiol 211, Tuesday, September 30, 3:00 – 4:00

Website: <http://ulm.edu/tlrc>

Email announcement sent to:

TLRC Advisory Council <beutner@ulm.edu>, Amanda Richardson <arichardson@ulm.edu>, Augusta Clark <aclark@ulm.edu>, Chris Harris <charris@ulm.edu>, Jeff Taylor <jtaylor@ulm.edu>, Johanna Boulton <boulton@ulm.edu>, Julia Barnhill <barnhill@ulm.edu>, Megan Lowe <lowe@ulm.edu>, Michael Broome <broome@ulm.edu>, Pamela Saulsberry <saulsberry@ulm.edu>, Rebecca Stephenson <stephenson@ulm.edu>, Ron Hill <rhill@ulm.edu>, Sharon Cruse <cruse@ulm.edu>, Sherlyn Powell <spowell@ulm.edu>, Susan Sirmans <sirmans@ulm.edu>, Trevor Melder <melder@ulm.edu>

Agenda, Teaching and Learning Resource Center Advisory Council Meeting

1. Assign someone to take minutes. This is appreciated and acknowledged.
2. Previous minutes. Revision/approval.
3. Review of University Week, Fall Semester. How did we do?
4. TLRC membership.
5. Current status, role, and vision of the TLRC.
6. Committee members can help:
 - a. University Week, Spring 2009. Planning.
 - b. TLRC workshops.
 - c. TLRC acknowledgements and recognition. (Awards?)
 - d. TLRC videos of faculty and staff on various topics.
 - e. Online resources. (MERLOT, tutorials, videos, files...)
 - f. University Week, Spring 2009. Administration.
 - g. Identification of resources. (Travel to special places, attending conferences...)
 - h. Proposals. (Example 1: funding of faculty who present at conferences; those faculty then conduct a workshop at ULM. Example 2: Giving faculty who attend 5 technology workshops on video editing a "Flip" video camera.)
 - i. Planning for Academy in 2009-2010. (10 weekly seminars)
 - j. Developing tenure-related resources. Developing promotion and tenure resources.
 - k. Possibility: New Media publishing opportunities.
 - l. Possibility: Setting up one-on-one student internships to support faculty with technology.
 - m. Any other ideas?
7. Times of future TLRC meetings. Connection with GARNET. Flexible alternatives.
8. Availability of Strauss Hall for TLRC workshops on Fridays.
9. New TLRC website. <http://ulm.edu/tlrc> Periodic emailings.
10. Discussion of MERLOT.
11. Open forum.