



TLRC (Teaching and Learning Resource Center) Advisory Council

MINUTES

OCTOBER 21, 2008

3:00 - 4:15 PM

FILHIOL 211

CHAIR	Mike Beutner
ATTENDEES	Mike Beutner, Ron Hill, Michael Broome, Chris Harris, Megan Lowe, Eric McNeil, Gene Eller, Augusta Clark, Sherlyn Powell, Allison Loftin, Sandy Hill
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 and the September 30, 2008 meeting were reviewed and approved (so moved by Ron Hill and seconded by Chris Harris).
- C. Review of previous deadlines was not applicable.

Agenda Topics

DISCUSSION	Tentative University Week Schedule, Spring 2009	
	<ul style="list-style-type: none"> A. University Week sessions will be 45 minutes long. More sessions will be offered per day and fewer sessions will be scheduled simultaneously; the committee agreed that 3 session choices per scheduled session time slot could be provided. The committee envisions four time slots in the morning, and 3-4 in the afternoon. Popular sessions will be staggered and possibly repeated over the course of the two days. B. The committee likes the idea of scheduling the sessions in the Academic Success Center, the Library, and Strauss, enabling workshop participants more convenience in getting to sessions. Moreover, the usual cookout lunch provided during University Week could continue to be held in the plaza, central to the location of the workshops, with service under the library overhang. Roundtables for the lunch would be great, to better facilitate discussion. This possibility of an informal cookout will be explored. C. The committee recommends that presenters of University Week programs receive a letter of thanks/commendation; a copy of this letter will be forwarded to the presenter's department head and to the dean of the respective college. D. TLRC committee members are expected to facilitate or volunteer to do 1-2 workshops for University Week and facilitate sessions throughout the academic year. 	
CONCLUSION	Scheduling for University Week 2009 has begun.	
	Sessions will be 45 minutes long, and fewer choices will be available during time slots. Presentations will be staggered and repeated, to optimize attendance. The committee wishes for the sessions to be scheduled between Strauss, the library, and the Academic Success Center. Letters of commendation will be given to presenters, their department heads, and deans. The TLRC committee members are expected to facilitate or present 1-2 workshops.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Scheduling ideal classrooms for sessions	University Week Committee	Prior to University Week
Propose workshops	TLRC Committee	Completed in meeting

DISCUSSION	Tentative Slate of University Week Sessions
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In response to the first agenda item, the committee brainstormed possible University Week workshops, either volunteering to conduct said workshops or to make contact with appropriate persons. The brainstorming sessions generated ideas, some of which might not be used for University Week and may become workshops during the academic year. Proposals were written down on Post-It notes and given to Megan Lowe. Ideas include:

- a. Instead of hands-on workshops, some workshops could simply expose faculty to new concepts, technologies, ideas, etc. This was proposed by Eric McNeil, who gave the example of "ted.com", an outstanding website.
- b. Megan Lowe added Second Life (especially in light of the CEHD's grant for SL learning). This also led to volunteering of McNeil to conduct a workshop on ted.com.
- c. Ron Hill proposed the following: "Conflicting Student Views of a Course Experience: One Size Does Not Fit All." This session would explore "lessons learned from student evaluations of an outside-of-normal instructional format wit a large class." The session would require the facility in which it is scheduled to have PowerPoint and projection capabilities. Max capacity would depend on the facility. Ron's contact info is ext. 1706.
- d. Ron Hill also proposed the following: "Promoting Collegiality". He suggested Susan Sirmans as a possible presenter. Facilities would need to have PowerPoint and projector capabilities. Max capacity would depend on facility.
- e. Ron Hill also proposed a session on teaching or encouraging critical thinking skills in students. Many thought this was a great idea.
- f. Gene Eller proposed and volunteered to do a session on reinforcing learning with Moodle. Gene does many workshops related to Moodle for GARNET.
- g. Allison Loftin proposed a topic related to Assessment and Evaluation. This idea was well received; it fits in well with SACS . Her contact info is ext. 6917.
- h. Michael Broome proposed a Camtasia session: "How to convert PowerPoint and other files to video." His contact info is ext. 1940. He explained his interest as evolving from a project he is working on with Amanda Carter in Math 118. Comments about the value and usefulness of Camtasia ensued.
- i. Sandy Hill proposed "Service-Learning," which would look at how to do service learning in the technology community. Facilities would need to have a computer and projector.
- j. Augusta Clark proposed a session on "Enhancing Online Courses," primarily through very inexpensive and convenient phone teleconferencing. She referred the committee to a free online service (<http://www.freeconference.com>) that she has used very successfully with her online classes. She has been pleased with the presenter-student interactions and has had 15 students on a conference call simultaneously. Her contact info is ext. 3124.
- k. Megan Lowe proposed a Flash animation workshop that would cover basic Flash animation, presented by librarian Karen Niemla, who has presented this presentation with success at conferences this year. The facility will require a projector. Ms. Niemla will utilize her own laptop, as it is equipped with Flash. Megan's contact info as facilitator is ext. 3041. (No ULM Lab has Flash installed. This will be a lecture format.)
- l. Megan Lowe also proposed and volunteered to do a session on using "My EBSCOhost," a feature of the electronic periodical research database that allows users to create an account and allows users to save articles, save searches, and other functions. Facilities would require a computer, PowerPoint, Internet connection, and a projector. Ideally, it would be in a lab setting, so participants can follow along. Max number of participants would depend on the facility. A hand-out will be provided.
- m. Sherlyn Powell proposed "practical teaching strategies, based on your own experiences or from the literature." Her contact info is ext. 1272.
- n. Mike Beutner proposed that Michael Broome present on "Geogebra", a free program that describes math and functions visually. Mike Broome agreed.
- o. Due to interest in "Second Life", Mike Beutner asking Rick Stevens to present on Second Life.
- p. Megan Lowe proposed some scholarly publishing sessions, based on a conference workshop she attended. She can get in touch with the presenters from that workshop (3 of the 4 are Louisiana-based). This led to discussion of a possible session on open access peer-reviewed journals and virtual press at ULM. There is considerable interest in peer-publishing.
- q. It was also suggested anonymously that the TLRC host "culinary collaborative conduits" – i.e., lunchtime sessions that will offer participants a choice of tables (perhaps at Schultze or in the faculty room of the SUB) at which different moderators would sit. This would enable participants to meet others who share their interests, potentially facilitating collaboration. Lunch could be brought (brown bag) or purchased for \$5. Several different topics could be presented at one lunch meeting. Topics could be repeated. Roundtables would be wonderful for this. Presenters could get free lunch by way of thanks. Sandy Hill observed that this might not be great for University Week.
- r. A session by the Provost on tenure and promotion was recommended.
- s. Other previous sessions offered in the past will be reviewed. Well before the end of this semester, a finalized draft of University Week activities will be presented to the Provost for approval.

CONCLUSION	Many workshops have been proposed for University Week 2009 and beyond.
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Many sessions have been proposed for University Week, as well as regular semester workshops. TLRC committee members have answered the call to facilitate or volunteer for 1-2 sessions.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact possible presenters	Person who proposed said presenters	Well before the end of the Fall 2008 semester.
Finalized draft for approval.	Mike Beutner and Julia Ellington will present a final draft for University Week's 2 days of faculty development sessions for Spring 2009.	Well before the end of the Fall 2008 semester.

DISCUSSION	Gene Eller and GARNET
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Gene Eller of GARNET graciously welcomed the TLRC committee back to the GARNET headquarters and encouraged committee members to visit outside of TLRC meetings and to encourage faculty/staff in need of assistance which GARNET provides to visitors. GARNET is usually "open" Monday – Thursday, 2-5pm.

CONCLUSION	The continued use of Filhiol 211 as the designated TLRC meeting space
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GARNET is graciously giving the TLRC committee space to meet, as well as contributing to discussion and providing useful input to open discussion.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	Virtualized TLRC
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ULM faculty and staff receive periodic email about faculty development opportunities with links to the TLRC website. Workshops are promoted. Participants register online using a bulletin board.

CONCLUSION	
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The TLRC is being virtualized and streamlined.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

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

TLRC Meeting, Filhiol 211, Tuesday, October 21, 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. (Please use the file format recommended by the Provost.)
2. Previous minutes. Revision/approval.
3. Main Objectives:
 - a. **Tentative University Week Schedule**, Spring 2009.
 - b. **Tentative schedule of workshops**.
 - c. Eventually plan TLRC workshops throughout the academic year.
 - d. Every member should expect to identify, arrange, and facilitate at least 3 workshops or activities every academic year.
4. Open forum.

Part 1:

- a. What is the topic of your workshop?
- b. Who will present?
- c. Provide a paragraph or so of text that describes what will be covered. This should designate what will be covered and what skill level is assumed, if applicable.
- d. The presenter should be able to provide a 1-page handout on the day of the workshop.
- e. Arrange a preferred location for the 45-minute long workshop.
- f. Please specify any special requirements for the workshop. (overhead, computers, space...)
- g. Specify the maximum number of occupants.
- h. Please add: Facilitated by YourFirstName YourLastName with your phone number.

Part 2:

Suggestions for workshops:

- a. Any applications of MERLOT.
- b. Examples of practical tips for effective teaching.
- c. Practical teaching strategies that work, based on your experience or from the literature.
- d. Anything that helps promotion and tenure.
- e. Anything that promotes scholarship.
- f. Anything that encourages getting grants.
- g. Technology workshops on Moodle.
- h. Technology workshops that apply new skills and tools for teaching.
- i. "Idea/round table" workshops during lunch. Any idea would be fine.