

DISTRIBUTED EDUCATION & INSTRUCTIONAL TECHNOLOGY COMMITTEE

March 2, 2007

Siletz Room

Present: Ann Adams, Lori Rowton, Diane Watson, Linda Carroll, Mike Holland, Alan Heywood, Parker Swanson, Jennifer Beudert, Lynn Bain, Beth Camp, Marcene Olson, Vickie Keith, Alice Sperling, Carol Schaafsma, and J.J. Quinlivan.

Welcome and Introductions (Parker Swanson) Parker opened the meeting by leading introductions of committee members, and asked if there were any questions before moving on to subcommittee reports.

DEIT Subcommittee Reports:

- ❑ **Technology Infrastructure (Tech Fee)** (Alan Heywood). Alan reported that the committee met once this term, during which time they discussed the expected general expenditures during the next 4 years, based on an obsolescence and depreciation/replacement plan. He noted that there will be a continual increase in expenditures as more multimedia classrooms, and other venues are added. Replacements and upgrades to existing equipment continue to be the focus of media technicians. The Commons sound system has been installed and is operational as well as the new sound system in the gymnasium. He added that multimedia systems for the Board Room and Siletz Room are in-process. The committee reviewed one technology request for the purchase of licenses for MSOffice2007 at a cost of \$19,672. This request was approved by the committee. Current revenue stream is \$529,920, and expenditures to date are at \$216,027. The current balance is \$313,893. Campus wide decision package requests will be reviewed during the spring term meeting.
- ❑ **Training Subcommittee** (Ann Adams). Ann reminded members that technical training workshops such as Digital Cameras, Scanning, Blackboard etc., continue to be offered through the Teaching and Learning Calendar (TLC). Tech Tips will resume in the next few weeks.
- ❑ **Web Presence** (Marlene Propst) Marlene noted that this sub-committee did not have a chance to meet fall term, and their first meeting will be next week. She added that Kate Johnson and Joe Sherlock are in phase two of the FarCry conversion project. Phase two involves the re-designing and re-organization of web pages for HOWE, Human Resources, and Family Resources.

- **Student Services** (Diane Watson). Diane shared that committee members continue to work on their 4-year action plan. The committee didn't meet this term, but she noted that significant progress has been made towards the CWE Online database, and that funding has been approved for a technology assistant position. The assistant position will be responsible for setting up equipment for students with disabilities and working with faculty on how to teach students using the equipment. This is in support of the concept of "Universal Design". Lynn Bain added that the Counseling/Career Center continue to work on establishing a presence online, for Advising and Suicide Prevention awareness.

- **Technology Initiatives** (Alan Heywood). Alan said that the sub-committee met twice this term, with a third meeting scheduled for next week. The overall focus has been on identifying several key points of the e-Learning Action Plans. Several Action Steps relating to creating incentives for faculty development and teaching online courses as well as developing a funding model and infrastructure to promote efficient use of technology for teaching at a distance were suggested. Discussions around Blackboard and our Online Teaching Information guide, and the Blackboard application resulted in a recommendation to put the Blackboard application and process in one of the Action Plan steps for follow-through. He also stated that there was much discussion about how to communicate to management, the need of developing an infrastructure to implement Action Steps from the e-Learning Plan. It was decided that several members of the committee would be placed on the April agenda for the Academic Affairs Council meeting. The purpose would be to enlighten the members regarding the overall e-Learning Plan and the sub-committee members will address the need for faculty incentives and funding, an infrastructure to implement a plan of action, and administration's support for a standardized approach in developing and implementing online courses. He added that the committee was charged to prioritize and re-number the Action Steps of the e-Learning Plan in preparation of their next meeting.

Carol Schaafsma told the committee that funding for an Instructional Designer position has been approved. She asked for volunteers to assist her and Alice Sperling in reviewing and recommending ideas for the new job description. Carol also noted that additional funding has been approved for DEIT Grants to help design and create new and existing online courses.

Beth Camp suggested a proposal by DEIT for faculty to consider the integration of the first three statements of the Information Literacy guidelines as they develop course outcomes. These are:

- Basic Literacy: the ability to use language-to read, write, listen, and speak at levels necessary to function on the job and in society, to achieve one's goals and to develop one's knowledge and potential in this Digital Age.
- Information Literacy: The ability to evaluate information across a range of media; recognize when information is needed and have the ability to locate, synthesize, and use information effectively, with print and electronic media. "Ultimately, information literate people are those who have learned how to learn."
- Information and Communication Technology (ICT) Literacy: The ability to use digital technology, communication tools and networks appropriately to solve information problems in order to function in an information society.

NEXT MEETING: June 1, 2007, Siletz Room from 3-4:00pm