
1. Approval of the minutes of the May 14th TLT meeting – All in favor

2. Subcommittee on teaching and learning environments at NJIT – J. Bonchi

   Architecture tested the new plasmas that are being considered for the advanced tech classrooms. Honors College will have these plasmas installed.

   The big picture is set for C.K.B. However, the details will be included in the plan later due to constantly evolving technologies. C.K.B. will have general classrooms as well as breakout Spaces.

   Questions and Feedback:

   Q. How will the scheduling work?
   A. J. Bonchi explained that in the past, he and the registrar tried to accommodate as best as they can.

   Q. Training on how to make effective use of the rooms would be helpful.
   A. B. Reynolds and J. Bonchi replied that the TLT workshops will try to address this through presenting best practices.

   Q. Can we get access to the C.K.B. proposal that the governor had made reference to.
   A. P. Deess mentioned that for some reason the document couldn’t be accessed through the right channels but it will be made available internally. D. Ullman will post it on Banner.

   Q. What is the general plan?
   A. D. Ullman summarized that Phase 1 Tech plan covers the 3rd and the 4th floor of C.K.B. which will be implemented in fall 2014. In the next phase, in the year of 2015, an emporium style spaces will be constructed as well as collaborative spaces at the lower level. Also museum type of area will be constructed to serve as a discovery-type space. New entrance will be in place.

   Q. J. Lipuma asked if HDMI connectors will soon become available in the classrooms.
   A. J. Bonchi mentioned that it’ll still take some time for that to be made available. However, there are VGA to HDMI converter available for sign out.

   Q. Has there been any improvement in the condition of the wireless network?
   A. Wireless has improved. Teaching areas have better wireless now. Tiernan is still in progress.

3. Learning Technologies Update, including Moodle 2, Roster-photo update, hidden courses – Haggerty, Ullman

   Our Moodle hosting vendor, Moodlerooms was bought out by Blackboard. Because of some recent challenges, we’re looking into other options which are self-hosted, or another 3rd party vendor. One problem is the inability to fully connect our WebEx system into the MoodleRooms instance. Cisco does not seem to want to develop the needed plug-in and MoodleRooms has no interest in doing so since they have their own (BBBlackboard) video conferencing system

   R. Sweeney emphasized that this decision will have broad impact on over 85% of the faculty and should consider factors beyond one small issue. B. Haggerty also agreed and mentioned that ITMS looks out for the interest of the faculty and students, No decision is imminent or will be made without thorough participation by faculty (as the migration from WebCt to Blackboard to Moodle was done) Whenever a contract is made with a company, we need to ensure that there are alternative solutions in cases the company gets bought out, deteriorates or goes out of business.
D. Ullman mentioned that the Student photos on rosters require larger scale update of the entire 
security management system that was scheduled for the summer of 2013. Dave will check on the 
status with Haresh Gopal.

4. Status report by the BYOD subcommittee – R. Arms 
R. Arms mentioned that a teacher friendly and student friendly BYOD policy will be created at NJIT. 
B. Reynolds mentioned that BYOD is one of the hottest topics discussed at Educause, and other 
Educational Technology entities.

5. Update on the status of dropping students due to lack of payment – Haggerty 
B. Haggerty mentioned that Dave Ullman’s team worked hard with Bursar and Registrar in 
coordinating the student drop that would be least disruptive and took place at the start of the semester 
began rather than midway through the semester. There are currently less than 200 non-payment 
students which is a lot better than 289 cancelled last semester. 500 students were dropped before September 3rd. 
Questions and feedback: 
Q. Was the message clear enough? 
A. R. Rockland mentioned that part of it was made ambiguous and it was left to the instructors to 
decide whether to let the dropped students in the class or not.

6. Exam Proctoring Initiative – Haggerty, Spak 
G. Spak explained the current Embanet Exam proctoring initiative. The Pearson Masters programs 
will use “blue book” style of exams for fall and spring of next year. Currently, the traditional NJIT 
students are mixed in with Embanet students to fill the courses. For the fall students will come to 
class. There is also web proctoring pilot in progress. 
Questions and Feedback: 
Q. How does It work? 
A. G. Spak mentioned that the proctoring will be done in partnership with Thomas Edison College 
who has long history of proctoring for online courses. Thomas Edison recently began phasing out 
bluebook proctoring and is now working with a virtual proctor called Proctor U. This Thursday, there 
will be a demo with Calculus instructors. For fall, there will be no cost for students. Thomas Edison 
was able to find free service proctors for 95% of its students.

Q. Even face-to-face course proctoring is difficult. Is the virtual service any more effective? 
A. G. Spak mentioned that since working with Proctor U., Thomas Edison had 10,000 proctored 
exams. They reported fewer cheating than face to face courses.

Q. Once the students complete the bluebook exam, what happens? 
A. G. Spak explained the process. Thomas Edison scans and sends the exam via U.S. Mail to 
proctored locations. The proctor mails it back to Thomas Edison staff. They will make PDFs of the 
exam and will store those in a Google Drive for faculty to look at. Then NJIT faculty can review and 
enter grades. The printed copies will also be sent to the faculty. The proctor notifies Thomas Edison 
within 24 hours of any suspicious activities for faculty and NJIT to take steps.

B. Haggerty added that there has been an increase in requests for proctored exams for online courses. 
This initiative will benefit not only Embanet courses but all NJIT courses. School of Management 
asked for a departmental solution and one faculty did a pilot last semester with a different company.
Some drawbacks were found and another pilot with Proctor U will be implemented this fall with the same instructor.

7. **The Institute for Instructors of Freshmen – Haggerty**

The Institute for Instructors of Freshmen took place on Aug, 26th. More than 100 instructors and advisors that work with Freshmen attended. A panel discussion with students was followed by Ron’s workshop on teaching millennial students.

**Questions and Feedback:**

**Q.** What was the Institute feedback?

**A.** Feedback included comments such as ‘the overall day was too long’ but was overall positive. The workshop on plagiarism prevention and next steps will be made into a video tutorial which will be made available to all instructors.

**Q.** How might we follow up?

**A.** R. Sweeney mentioned that inviting the panel back for next semester would provide useful information as to how their perceptions have changed and how we can better accommodate them for increased engagement and retention. The faculty side of the story may also provide deeper insight.

8. **Pearson Embanet update – Spak**

G. Spak gave an overview of the Embanet enrollment. The four degrees in total have 178 students enrolled, taking an average of 1.5-2 courses.

9. **New Initiatives for the TLT Committee for 2013-14**

R. Rockland mentioned that a new set of workshops will be created. One idea is to create a Provost Teaching workshop over 3-semester period which can eventually be turned into an online seminar. The workshops will be practical and less theoretical.

R. Sweeney mentioned that upper class students’ panel discussion would also be informative for us and the incoming Freshmen. B. Reynolds suggested that R. Sweeney and Blake work as a subcommittee to put this together as done for the Institute for Instructors of Freshmen.

The student’s panel video is available from the TLT website. No authentication required to watch the video. Sweeney commented that there was a large disparity in how many hours are expected for studying from the student’s side and the instructors’ side.

A. Lefkovitz suggested that the transfer students may be able to talk about their experience comparing the different schools they were in and provide perspective on what NJIT is doing well and what needs to be improved.

G. Spak suggested that the recruitment staff may also be consulted in shaping the questions.

NJIT has joined Sloan-C consortium and there are about 50 slots available for workshops they offer. Send email to instruction@njit.edu.

The next TLT meeting is on **October 8, 2013**.