TLT Committee Meeting 11/12/13 Minutes DRAFT


1. Approval of the minutes of Oct. 8th TLT –approved
2. Teaching and Learning Spaces Sub-Committee report – Joseph Bonchi
   - Classroom Instructional Technology upgrades
   - Instructional Spaces Support resources status
   - New instructional spaces Honors College IDS
     - The meeting took place at Honors College Room 210 to look at the new smart room. Joe Bonchi explained that although the room was successfully set up there still remain a few issues. Architects didn’t take full consideration of the faculty feedback. For example the USB power was not built into the outlets. The tables are too big for rearrangements and the podium lacked some features.
     - The room showcased two large plasmas which had built in computer and touch screen. The plasmas can display same visuals. Students were able to plugin to the plasmas and use them without any instructions. A webcam can be mounted for remote connections. However, this won’t be the ideal setting for web conferences where microphone needs to cover a larger area. There are also plenty of whiteboards for writing spaces. There are powers on the floor and on the walls.
     - Rich Sweeney asked about impressions of the room. Ron Rockland mentioned that the room was made too long for seeing what’s written on the board. Ellen Wisner added that the way that the students are facing seems to be in a wrong direction due to long distance from the front of the class to the back. Ellen also asked if this setting was also available for large lectures. Breaking out into groups or walking around the class is nearly impossible in the GITC’s large lecture rooms. Joe mentioned that there are large classrooms in CKB 2nd floor that can support this.
     - Maximizing use of the technologies in the classroom is crucial in making these rooms an effective learning environment. However, there is barely enough resource to just maintain the technology. For example, there are advanced lecture capture technologies that can digitize the face to face lectures for online learning. However, this support would require a technician ensuring that all configuration and settings are working and up-to-date. In the effort for providing the quality learning experience for the students regardless of lecture formats (f2f/ hybrid/ online), finding additional support resources should be of high priority.
     - Without the expert technician fully supporting the tech set up of these rooms, the faculty are tasked to make the technology work. However, due to the short 5 minute window between classes, it is difficult to avoid longer interruptions in class. Rutgers have 10 minute window between classes but this won’t work as a long term
solution. To maximize the use of these rooms, there has to be a maintenance plan to start with.

- Teaching Excellence Center should serve the faculty and students in providing the most effective teaching and learning experience. NJIT provides advanced technology tools and software such as Webex, Moodle 2 and SPSS. However, they are under-utilized.
- Joe Bonchi will meet with Jennifer Olsen of Rogers Marvel Architects (designers of the teaching/learning spaces in the Central King Building) to talk about what was discussed today.
- Projectors that are 6-7 years old will be replaced.
- Ron Rockland asked if computer stations can be made available in every classroom. Joe Bonchi mentioned that there are security and maintenance concerns but this will be looked into.

3. **Report on planned series of Teaching and learning workshops – Ron Rockland**

   10 teaching and learning workshops are planned for the next 3 semesters.
   - **October 30th Workshop report**
     - There were 32 attendees which over half were doctoral students who are likely to teach. Ron asked the attendees to reach out to the graduate programs to have more doctoral students attend.
     - November 18th workshop has been rescheduled for December 12th. This workshop will focus on learning outcomes and syllabus.
   - These workshops will eventually be put online.

4. **Learning Technologies Status and Departure of Jiyeon Lee – Blake Haggerty**

   - Jiyeon Lee is departing ITMS leaving only 1 support staff for instructions. This makes it extremely difficult to handle Moodle support. The position is posted.
   - Moodle 1 will no longer be supported by Moodle Rooms beginning next year Summer.
   - Dave Ullman used Moodle 2 then went back to 1. He recently returned to Moodle 2 and found it a lot easier to use with drag and drop features.
   - Helpdesk is the first place to go for Moodle help. Helpdesk has been very effective in answering Moodle calls so please use the Helpdesk instead of sending emails to instructions staff.

5. **Planned Upgrades**

   - Cisco upgrade is scheduled for November 22nd 10 PM. So please avoid using WebEx during this time.
   - There is an upgrade for Relay scheduled for the end of the semester

The next TLT meeting is on December 10th.