Approval of Minutes of the March 11th Meeting: Minutes Passed
Jim Lipuma abstained

Discussion of the Resolutions on allocation of DL Fees:
- Bill Reynolds distributed a TLT resolution document on the allocation of distance learning fees.
- Richard Sweeney mentioned that the additional funds of $210,000 does not include library database fees and wanted it to be noted in the minutes.
- Bill Reynolds added that the proposed funds are an addition to current fees which fund a variety of software, the TLT series, Logmein, Camtasia Relay, and the library databases. These items will be continued to be funded.
- Richard Sweeney inquired if we are already subscribed to NJVID which is in the distance learning resolution. Bill and David Ullman (via distance) responded that we had a minor level of funding for the service. We have been eligible to use the NJVID service, but the resolution would allow for enterprise level of service. Bill Duelly suggested this as a iTunes University alternative.
- Also on the DL fee resolution is the service video service Vidyo. David Ullman connected with Vidyo into the TLT meeting space on an iPad mini from California. Bill Reynolds discussed the benefits of Vidyo as a high resolution video meeting system.
- Ron Rockland asked how this was different than Facetime. Bill Reynolds demonstrated that it is a closed network and has increased number of features over a product like Facetime.
- During testing we have had 12 participants at once using Vidyo.

Comments/Suggestions on Resolution:
Blake asked if Caltora was off the table for use instead of NJVID. Bill responded that right now it is and NJVid is a homegrown system which is in our benefit to use.

Vote of Resolution of Distance Learning Fees:
Approved animously to be forwarded to Provost office

Access for Rutgers students
- Robert Arms summarized the current issue with Rutgers students taking NJIT cross listed courses. Rutgers students are unaware of NJIT procedures. Many of them never create a NJIT UCID and make it very difficult for them to be reached via email and communicated with from their instructor.
There is a need for the creation of lists and documents that are sent to Rutgers students at their Rutgers email to help make them aware to create their UCID. Robert passed a draft of the procedure that would be sent to Rutgers students. Blake added that this is the very first step in getting information to Rutgers students. Long-term it is hopeful to have data transfer through both respective (NJIT and Rutgers) student systems to help automate some of the processes.

Ron Rockland inquired how we check for prerequisites for Rutgers students. Michael Maysilles answered that each institution's registrar can check for them.

Jim Lipuma asked about a student’s Moodle email and Blake said we could add a link in their profile.

Conclusion:
Robert Arms asked for any suggestion or comments on the document that was circulated to be sent to him.

**Alternatives to current Course Profile System**

Blake summed up that many years ago all online only instructors must have a complete profile of the instructor and course information as information to the registering student. In 2005 when the transition was made back to departments a new system was implemented, but very few used it because of usability issues.

Jim brought up some of the issues with the current profile system in that you have to fill out every field semester to semester, you can’t publish a partially finished profile, and that students see the course profile whether it is used or not. Blake added that in the past other options have been looked at, but questions arose over ownership of the system.

Jim asked if it was possible to lift the requirements of having to fill out all of the information in the current system. Blake added the difficulty in updating the system would require just as much work as implementing a new system.

David Ullman suggested that we send it back to the technical staff to design a new system to allow for course descriptions for all courses.

Blake suggested on action on what to do and David Ullman moved for the next meeting for a report on specs and an action plan. Discussion was mentioned if we could currently take down the system. Michael Maylss mentioned that he was working with UIS in adding a public search in banner, but was unsure if anything else would be effected by removing the current course profile system.

**Motion of exploring the feasibility of shutting down current schedules page**
Resolution of user friendly course profile system that is used for online and face-to-face classes:
Motion passed
Blake motioned
Jim Lipuma seconded
No opposed
Unanimously passed

Blake & Michael Maysilles will work on a plan and will report back for the next meeting.

Software Update:

Blake added regarding the software subcommittee that existed previously. Blake wants to gather information on current software being used in the labs so that strategic decision making can be made in the costs of software. Prioritizing limited resources
Current goal is to collect numbers and information on software usage in numerous different ways (labs, course, departments).

Central King Building Update on Teaching and Learning Space Designs
Joe Bonchi discussed updated on current learning space projects.

Right now they are bidding on final specs on the rooms for the Central King building. New models of short-throw projectors which no longer require a pen which he wants to update in the proposal.

Joe added that the board room has been updated with video conferencing.

Central King is still on schedule. Priorities of first floor for the building is still in flux. NJIT is looking for use of the floor, but right now a moving target.

- 4th floor to be done in January.
- 3rd floor to be done in September.
- 2nd floor will be renovated and won’t be until the classroom space is added to the 3rd floor.
- Equipment from the renovation can be repurposed.

Jim Lipuma asked how to report issues with a classroom from a facilities or technology problem. For those issues Bill Reynolds and Joe Bonchi suggested to call the Help Desk.

Provost’s workshop. Technology and Learning: Current trends in digital environments
Andrew Klobucar summarized the workshop for today. The workshop will be on using digital tools and the use in self-directed learning. The second part will provide on curating these tools for a public institution like NJIT. There will also be exercises included.
Blake added the idea of deploying digital badges for those that attend the Provost workshops and Andrew mentioned that those that attend will get a badge.

Other Business:
- Star Ledger Article: Rutgers University article regarding the addition of online courses
- At Stevens Institute of Technology they have gotten a passing rate of 97 percent on their calculus class with a combination of using technologies.
- Blake Haggerty introduced new employee Jenna Walter and discussed the current structure of the department. Gale suggested that an announcement for where the technology support services
- Discussion turned into issues with Moodle and the current move. Current courses in Moodle 1.9 will have a record for two years. Jerry discussed the concern of getting access to courses that are older for students that need a recommendation. Blake suggested in exporting the gradebook to keep a copy of a student’s grades.

Report on Strategic Planning Process:

Ron & Andrew: Subcommittee 3.3
Initially started with theme of convergence. Expanded to digital learning and five main objectives. Draft of objectives was distributed.

Discussion moved to the converged classroom and the ideas behind it.

Infrastructure to support Digital Learning, including creating an Office of Digital Learning

Joe Bonchi provided a summary of committee 2.2. Life cycle planning which includes data center backups, support of facility maintenance. The goal is to make the replacement of technology as part of a general capital refresh for all classrooms on campus which did not exist before.

Conclusion:

Announcement of May TLT for May 21st and 22nd.

May meeting for TLT committee reminder.

New Business:
Richard Sweeney suggested the idea of an observation room for the new prototype classroom. Blake and Joe both added the thought of finding a space of 50 students to provide flexibility and that cameras will also be present.
Meeting Adjourned at 1:00 PM.