TLT Preliminary Minutes
October 14, 2014, 313 CKB 1:00-2:30pm

Attendees
Non-voting Members: G. Spak, B. Haggerty, A. Hoang, J. Bonchi, R. Arms, M. Khader, B. Duelly, M. Koskinen, J. Walther, N. Akter
Others: J. Daniel, Alex Khalizov

Approval of September (9/9/14) minutes
Approved unanimously

Status of TLT/CITLAR Committee focus for 2014-15 Academic Year

- We will be searching for chairs for subcommittees, but we would like every faculty member to partake in a subcommittee, and IST staff will assist in any way possible
- At TLT’s November meeting, we are hoping to have a short report from our subcommittees on the progress made
- By the first Senate meeting in the Spring 2015 semester, we should have approximately a 1page report on the subcommittees progress

- Undergraduate Computing Requirements Sub-Committee
  Charge: Review the current policy for relevance and make recommendations for changes, as needed.
  Questions/Issues to Explore: What are peer institutions doing and what are best practices? Does it make sense to have different requirements for different programs or by college (CoAD currently has different requirements)? Should we require students to purchase a mobile computer to enable a bring-your-own-device (BYOD) culture/policy?
  - Victor Matveev volunteers to be chair of this subcommittee
  - College of Architecture has specific requirements for students; committee will investigate whether this is necessary and what kind of policy we should have.
  - School of Architecture students are required to have a physical machine; this builds community/collaboration/ “studio culture”, but also allows us to have a consistent image for all the machines so that students do not face issues with the technologies
  - Right now, there is no requirements for software that students must know
  - Rob Arms, Joan Kettering, and Andrzej Zarzycki have volunteered to be on this subcommittee and will be added to the subcommittee charges sheet

- Converged Learning Sub-Committee
  Charge: Using the concepts as introduced in the 2020 Vision: A Strategic Plan for NJIT, further develop an implementation strategy for digital learning through convergence at NJIT.
  Questions/Issues to Explore: What are our peer institutions doing and what are best practices for digital learning? What tools and support structures are needed? Scalability? Where will it work best and where are the challenges?
  - Blake Haggerty will serve as the chair for this subcommittee
  - Committee should also think about where the money/resources will come from
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- **Emerging Educational Methods and Assessment Sub-Committee**
  *Charge*: Research pedagogical strategies in use at other institutions that give students an element of control over the path and pace of learning. Identify best practices, enabling technologies and assessment methods; and those disciplines where such strategies have had demonstrable success.
  - **Ron Rockland has volunteered to be chair of this subcommittee**
  - A. Klobucar, M. Koskinen, M. Nakayama, S. Levkov, A. Jerez, volunteered to serve on this subcommittee

- **Physical and Virtual Learning Spaces Sub-Committee**
  *Charge*: Review the current physical and virtual learning spaces available for faculty and students, and make recommendations for their next phase of evolution.
  *Questions/Issues to Explore*: What are our peer institutions doing and what are best practices? Are support structures sufficient for current and future technologies? Are our informal learning spaces (group study rooms, lounge spaces close to faculty and departments) meeting student needs? The sub-committee should also explore the wider applicability (current and future) of providing instructional computer and scientific laboratories using virtualization technologies as is currently being done for a specialized course in the IT Program.
  - **How can we use virtualization of labs?**
  - **Joe Bonchi will serve as the chair for this subcommittee**
  - H. Hsieh, M. Koskinen have joined this subcommittee

- **Software Library Policies Sub-Committee**
  *Charge*: Develop a process to solicit and prioritize new academic software title requests for inclusion in the budgeting cycle for a new academic year. The process should include review of exiting academic software titles for possible removal as well.
  *Questions/Issues to Explore*: Are we investing resources into software titles that are being used by students, faculty, and staff? Recommended process might be similar to or run in parallel with similar processes used by the Library for databases and electronic journal subscriptions.
  - **Ann Hoang will serve as chair of this subcommittee**
  - Joe Bonchi and Norm Loney have volunteered to serve on this subcommittee

- **Research Computing Infrastructure Sub-committee**
  *Charge*: Review the technology infrastructure support structures and plans for support of research at NJIT and make recommendations for such.
  *Questions/Issues to Explore*: What resources are available at peer institutions and how do NJIT’s resources compare? If NJIT’s resources are not aligned with those of our peer institutions, what funding would be required to address these deficiencies over a multi-year period? Explore NJIT’s Tartan Initiative ([http://web.njit.edu/topics/hpc/tartan/](http://web.njit.edu/topics/hpc/tartan/)) as well as the state of cyberinfrastructure at NJIT, the term federal research funders use to describe research environments to support advanced data acquisition, data management, data integration, data mining, data visualization and high performance computing.
  - **A member from CITLAR will serve as the chair of this subcommittee**
  - Andres Jerez V. Matveev, T. Narahara have volunteered to serve on this subcommittee
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- Technology Plans Sub-Committee
  Charge: Review the 2013 Technology Plan and make recommendations for updating and alignment with 2020 Vision: A Strategic Plan for NJIT.
  Questions/Issues to Explore: What are peer institutions doing and what are best practices? Are there IT Issues to be addressed that are outside the focus of the 2020 Vision plan?
  - David Ullman (chair), Jerry Fjermestad and Joe Bonchi have volunteered to serve on this subcommittee

Report on proposal for the SCUP conference (Society for College and University Planning - Blake Haggerty)
- 3rd floor of CKB was redesigned with the needs of our faculty and students in mind
- Architects really liked what we did and asked NJIT to present about this redesign
- Moving forward we would like to redesign the 2nd and 1st floor with these aspects in mind

Update on teaching and learning spaces designs – Joe Bonchi
- Central King Building - Joe gave a tour of the 3rd floor at the end of the October meeting
- There is a slight delay in the completion of the rooms, but the projectors will allow you to both draw on the screen and use your finger to scroll up and down on a page
- The new rooms do not require you to bring any adapters; the podium has all the adapters you could need for your device

TLT members to arrange introduction of TLT Production Team @ Dept. Meetings
Nafiza Akter, Michael Koskinen, and Jenna Walther
- Production team will work with individuals trying to convert face to face instructional content into converged, hybrid, or online
  - This team is supported by Bill Duelly, Kip Rowan & Jonathan Kalafer for media production

Report on Technology Support Center – Blake Haggerty
- Trying to separate instructional technology support from instructional design services
  - Protocol is to call Help Desk and then be directed to the person that can help you
- Installing a print-release system, and students have less of a frustrating experience with their printing efforts; this will reduce waste of paper, support mobile printing, students can also scan and send documents to email. Students can scan their ID’s to see the jobs they have in queue. The new printers will print faster and be more reliable
  - We have not yet established how long the queue of jobs will be held for
- This will be piloted in three locations first, and the student government has been asking for this for a while
- Jean Francois has moved over to ITMS under Joe Bonchi because all instructional spaces should be looked at the same (labs and classrooms alike)

Report on Converged course pilot – Dave Ullman, Blake Haggerty, Jim Lipuma
- Traditionally, students make the decision to either enroll in an online class or a face-to-face prior to the start of the course; from our perspective, we have to market them separately and have
different infrastructure for each course. Therefore, we have converged learning, so they can
decide when and how they want to receive the instruction. A student can come in to the face to
face class one day, virtually stream in and collaborate with the physical classroom from a remote
location on another day, and be able to receive completely asynchronous instruction

- Most of the students choose to come face to face, some stream in live if they cannot make it into
class, and some just prefer to study online asynchronous
- The biggest challenge is finding a hardware solution; the rooms at the moment are not built for
Converged instruction delivery
- The instructor in a convergence class would focus on instruction, and a “copilot” would help the
instructor with the technology
- Blake Haggerty is teaching in 1403 with Jenna Walther as a copilot, and Dave Ullman is teaching
with a student as a copilot
- **For Dave’s Fall 2014 course sessions:** Two of them were held as a traditional face to face and
the lectures were redone a second time with Camtasia Relay to chunk the content, the next two
classes were held in a lab that is set up for video conferencing (Vidyo), the last two weeks were
conducted with Dave teaching from a distance and being streamed live into the classroom

- **Lessons Learned:**
  - It helps to have a copilot because it allows you to focus on instruction, and the copilot can
    focus on technology issues and concerns from remote students
  - Students said that the video conferencing tool (Vidyo) helped to simulate a live class
  - Recorded session of live stream can be posted for students to view later
  - Good connection is a must for video conferencing to function properly, wireless is often
    not sufficient.
  - **Highlights:** takes time to get used to technologies, learn best practices for using things--
even like PowerPoint, and the value of a copilot

**Status update of Pearson-Embanet initiative – Gale Spak**

- **Hybrid and Online Learning Conference with Rutgers,** starting at NJIT on January 14th
  - everyone is encouraged to put in a proposal:
    [https://onlinelearning.rutgers.edu/ruonline2015-rfp-form](https://onlinelearning.rutgers.edu/ruonline2015-rfp-form)
- **Partnered with Pearson Embanet** for four online Master’s degrees
  - Pearson is responsible for recruitment and marketing
- Distance learning students (coming from at least 50-miles away from NJIT) have increased, from
  Fall 13 to Fall 14, due to the relationship with Pearson-Embanet; with their help:
  - Full time students went from 2 to 5 students
  - Part time students went from 84 to 211 students, an increase of 151%
  - Graduate certificates went from 29 to 53 students

**Next meeting**

- Tuesday, November 11th, 2014 in CKB [Moodle section for discussion and adding resources](#)