CLT ADVISORY BOARD
MEETING MINUTES: MARCH 19, 2014 | 11:30 A.M. TO 12:30 P.M.

In Attendance

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<tr>
<td>Mariam Abdelhamid</td>
<td>✓</td>
<td>Gene Hou</td>
<td>✓</td>
<td>June Ritchie</td>
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<td>M’hammed Abdous</td>
<td>✓</td>
<td>Collin Hust</td>
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<td>Julia Romberger-Depew</td>
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<td>Joyce Armstrong</td>
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<td>Marissa Jimenez</td>
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<td>Nancy Schafer</td>
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<td>Remica Bingham-Risher</td>
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<td>Karen Kott</td>
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<td>Douglas Ziegenfuss</td>
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<td>Andy Casiello</td>
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<td>Chris Osgood</td>
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<td>Dave Hamel</td>
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<td>Richard Overbaugh</td>
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Agenda Item: Welcome and Approval of Meeting Minutes

- M’hammed Abdous called to order the regular meeting of the CLT Advisory Board Meeting at 11:30 a.m. on March 19, 2014.
- M’hammed Abdous requested a motion to accept the October 30, 2013 meeting minutes. A motion to approve the meeting minutes was made by Doug Ziegenfuss and seconded by Gene Hou. The motion passed with a unanimous vote.

Agenda Item: 2013 CLT Faculty Summer Institute (SI)

Overview:
- This year’s keynote speaker will be Dr. Chris Dede, Harvard University, Graduate School of Education.
- M’hammed reviewed the conference theme: ways that faculty can leverage both face-to-face and online learning environments and explore the future of each.
- Feedback regarding the Summer Institute will be shared with the Board at the fall board meeting.

Discussion:
- Call for Proposals
  - The call for proposals has been sent and posted on the CLT website.
  - Although the due date is March 31, the response to date is light.
    - The board was asked to encourage colleagues to submit proposals by the deadline.
- Conference invitations
  - Event invitations were sent to the ODU community, Virginia public universities, and previous Summer Institute attendees.
  - Board members requested a copy of the Summer Institute invitation to share with colleagues.
    - CLT will distribute this information via email to board members.
Advisory Board recommendations:

- Ten minute breaks in between sessions.
- Request the keynote speaker cover strategies on how to deal with challenging students, especially online students or students who procrastinate.
  - CLT will request Dr. Chris Dede cover this topic in his workshop.
- Student Feedback Sample
  - Include feedback from diverse student populations, including but not limited to, on-campus, remote students, etc.
- Advisory Board members were encouraged to send their suggestions for consideration.

**Agenda Item: The NEW DL: Web Conferencing**

**Overview:**

- The technology for delivering distance learning is changing (the satellite system will be discontinued and replaced with a new system).
  - The change has many implications and offers numerous opportunities.
- June briefly summarized what faculty can expect with the transition and CLT’s role in the change.
  - New WebEx software offers:
    - On screen meeting option
    - Ability to see all connected participants onscreen
    - Extra opportunities for student engagement
  - CLT has developed and scheduled workshops (see “CLT Summer 2014 Workshop Schedule”) to aid faculty with the transition. The two types of workshops include:
    - The New DL: Logistics - This session will cover distributing materials, course design, copyright and fair use, class roster, grade distribution, etc.
    - The New DL: Web Conferencing - This session will cover instructional strategies and how-to techniques for using the new technology in the classroom.

**Discussion:**

- A board member asked if Web Conferencing can be used by faculty for other courses.
  - Yes, since Web Conferencing is available to all faculty. Per board member Dave Hamel, Web Conferencing is scheduled to be available to everyone some time during Summer 2014.
- A board member asked, with the increase in online learning and Web Conferencing, if more rooms were becoming available so that departments can increase the number of classes that can be offered at the same time (face-to-face, online, web conferencing).
  - The best source for scheduling questions is through ODU Scheduling in the Registrar’s Office (Dave Sorey, specifically for DL questions).
- All faculty who will be teaching this summer have the opportunity to teach using Web Conferencing and can opt-in by volunteering. By fall 2014 all faculty will be required to use Web Conferencing.
  - Faculty who are interested in volunteering to teach via Web Conferencing this summer may contact CLT by email (clt@odu.edu) or by phone at 683-3172 (Susan Boze).
A board member expressed the difficulties he has had with grading papers, homework, exams, etc. and asked if there is a way to streamline these processes. He also said it would be helpful if CLT would address this in “The New DL: Web Conferencing” workshop.

- CLT continues to look at features to aid with this issue.
- CLT will follow-up on sharing with faculty ways to streamline these types of issues.

**Agenda Item: Fall Workshop Schedule**

**Overview:**

- How can CLT increase the number of faculty who present and the number of topics?
- The workshop will take place during the last two weeks of August 2014. Refresher courses will be scheduled for later dates.
- The board was asked for their assistance to help CLT achieve this goal.

**Discussion and Board suggestions:**

- Invite multiple facilitators to present specific information during a session (for example, each person present for ten minutes segments).
- Terry Kubichan, Senior Lecturer of Accounting, tkubicha@odu.edu, extension 4346, was recommended by a board member to present a session because of her strong expertise with technology and Blackboard, particularly integrating course cartridges.
- CLT should continue to include information about current trends with the call for proposals. This helps to spark ideas for presentation topics and encourages faculty participation.
- Topic suggestion: how can the university help “fix” the intimidation factor students face with online courses.
  - What tools are available?
  - How can students get used to online courses? Create a mandatory class for student to aid with this goal.
  - The board agreed this would be very timely and interesting if CLT covered this subject matter at the 2014 Faculty Summer Institute.
    - The board also recommended this topic be balanced by discussing the other side of this issue – areas of concern faculty dislike and its impact.
- June clarified the board’s subject areas of interest:
  - web conferencing
  - e-Portfolios
  - project learning
  - using textbook cartridges and developing online quizzes
  - Various support assistance offered to students via Academic Support Services. This is important information for Marissa Jimenez and her team so they have a better understanding of the services student require.
Agenda Item: Miscellaneous

- CLT Faculty Development Activities Survey.
  - The board was asked to review and provide feedback to CLT on the content of the survey.

- iAchieve software program.
  
  Overview: Developed by CLT student assistant, Preston Brown, iAchieve is a free app (available at the App Store) for the iPad, iPhone, and iPod Touch to aid student’s academic success. Some of the features include: track assignments, manage study time, create flash cards, take notes, watch Khan Academy tutorial videos, calculate semester GPA, and many other tasks that will help students streamline their academic life. Plans are in the works to make the app available for the Android IOS.
  - The board was encouraged to share information about iAchieve with the ODU community.

Agenda Item: Next meeting

- An invitation for the fall 2014 meeting will be sent to Advisory Board members.

Adjournment

M'hammed Abdous thanked the Board and adjourned the meeting at 12:30 p.m.