University Council on Technology
Meeting Minutes
Friday, November 9, 2012
2:00 p.m. to 4:00 p.m.
304 Kent Student Center

I. **Call to order**

Chair Arden Ruttan called to order the regular meeting of the UCT at 2:00 p.m.

II. **Approval of minutes**

Draft minutes from September 14, 2012, were approved as read. October minutes will be presented for approval at the next meeting.

III. **Information Items**

A. Discussion of new plans for supporting online learning: Valerie Kelly, Director Online Learning

a) Online strategic initiative
- Want to focus on certain courses
- Allows us to brand KSU as a leader in quality online programs
- Talk about best practices for online courses
- Develop resources for faculty
  o Online teaching
  o Training this spring
  o Downloadable templates available

- Get the website up www.kent.edu/onlinelearning
  o There are three sections in the website:
    1. Learning space
    2. Support connection
    3. Peer network

b) Survey
Thinking about having a survey to find out what kind of information people really want before we spend a lot of time working on it.
- Does University Teaching Council want to help construct it?
- Do you want to have a focus group?

c) Course designs
- Determine size of the course before we design it.

B. Security - Action Groups: Brendan Walsh

Arden Ruttan addressed Brendan Walsh regarding security. In setting up the Action Groups we are trying to get a conversation going and make it noticeable by using sponsored links. We would like to have a couple of people monitor the page. If someone does a search on security a web page would come up and your

group would respond. Arden Ruttan and Cathy Bakes have volunteered to monitor the page. Arden would like Rose Tran to send a couple of names when she comes back. Brendan suggested Kim Price; she is excellent with support and client services and would be very responsive.   Brendan also suggested a link be included.

a) Distance Learning Issue: Testing
   - Scantrons and Bubble sheets: Is there still a need for this. Several alternatives where suggested, but there is no data on how important it is to various faculty to have these facilities in place. A survey should be undertaking to assess their current importance.

   - Authentication Problems: New equipment is being evaluated for possible use in authenticating individual for remote testing. No definite technologies have yet proved to be suitable choices.

b) Speical needs for Asynchronous Courses:

   Blackboard Collaborate will be tested in the spring. It should have enhancements that will permit:
   - online office hours and multiple site feeds to students.

   - white board options to permit annotating slides in real time.

c. Peer Groups vs. Action Groups: are they the same?

   - Action Group would consist of a group of faculty and staff that would get the monitor the on line links. As the interest grows the interested individuals from the university community will form the peer group. The initial Action Group would gather information for the committee to invited individuals to participate in the peer group.

IV. Member Concerns - None

NEXT MEETING

There will not be a meeting in December. The next meeting is scheduled for January 11, 2013, in room 304. Arden Ruttan will try to get Sameer and Lyn Danes to talk about sponsored links; and at a subsequent meeting, Jason Wearley to discuss Telecom. Arden Ruttan will try to find out when the University Teaching Council can meet with UCT.

Meeting adjourned at 4:00 p.m.
Minutes submitted by Deborah Davis November 13, 2012.