MONTGOMERY COLLEGE
Learning Technologies Committee

MINUTES
Wednesday, August 13, 2009

Members Present: Ms. Vicki Duggan, Ms. Kathy Michaelian, Ms. Ruth Gill, Dr. Michael Mills, Dr. Miller Newman, Dr. Ed Palaszynski, Ms. Kathy Wessman

Members Absent: Dr. Brian Baker, Dr. John Coliton, Ms. Vani Murthy, Mr. Ed Riggs, Dr. Linda Zanin,

Guest: Mr. Wally Knapp, Interim CIO

Vicki introduced Wally Knapp to the group. Kathy Michaelian welcomed everyone to the meeting. There were no changes to the minutes so they were accepted by the group.

Facebook Page

Ruth Gill shared the LTC Facebook page with the group. She will send out fan requests to everyone. She explained that we can use graphics for the technology of the month as the profile picture. Since we are going to have Facebook as a technology of the month, we can wait until then to launch the page officially: The LTC can join now. We can create links from the new .edu site to our page if we wish. Mike Mills said that Distance Learning has created a page that hasn’t been launched officially, but they already have student fans. Ed Palasynski said WDCE has had a Facebook page for a year.

Next Steps: LTC members can join the Facebook group for the LTC now. Note: you must be a Facebook member to join.

Technology Preview: One Note

Ed Palaszynski

Editor’s note: Going forward, the monthly technology demonstrations will be referred to as Technology Previews to avoid confusion with the Technology of the Month.

Ed presented an abbreviated presentation about Cloud Computing, Evernote and One Note. The full demo will take place at the September meeting so the entire committee can benefit.

One Note: We already own it – what is it? It’s been around since Office 2003. The application is a vehicle that allows you to jot down ideas, save documents, pictures, record sound and movies into one note. There are a lot of self-guided tutorials available on the site. Anything that you want to group together can be dragged into this program. There are a number of export features. You can print out of it.
If you go to the share tab you can create a shared notebook. You can host a document and share it with others. There are a number of templates you can use. You would put your notebook on a shared drive to share it. You give permissions to those you want to work with.

You can organize it anyway you want to. One Note can be hooked up to a Sharepoint server. You can take these notes and access them across the enterprise. You can also access them from other devices (like phones, netbooks, etc)

WDCE has been teaching Sharepoint classes for a year or two. The InTech group has set up a Sharepoint server to host their projects and allow tracking. Ed has had the InTech group create a room inventory page.

Ed shared one feature of Evernote that allows you to save anything to a notebook. You can create an outline with active links. When saved to a notebook, it scans everything (OCR) you have saved in a notebook. You can search text in a picture. It can scan notes from a camera phone picture. You can download the Evernote application for Windows, Mac and Blackberry, iPod Touch and iPhone, etc. This is a free application. You can download 300 mb of information. You can e-mail directly from the pages within the application without cutting and pasting. The scanning function really sets it apart. It’s a great tool for collecting information.

Review of discussion with Dr. Milliron

Kathy and Vicki highlighted the notes that intrigued them. Miller asked if the CTL could apply for a grant from the LTC to pilot the Student Technology Assistance program. Kathy suggested that this would be a Make it Happen Grant. Vicki felt the discussion was affirming of the ideas the group had already had to date and that the LTC is on target. Kathy asked if there were any additional ideas shared that were interesting to them.

- The “uncommittee” meetings are an approach we could try in the fall. Everyone could bring something and we could have a pot-luck at someone’s house.
- Creating an award system for those using new technology would be worth looking into. Recognition is a better word to use rather than “award”. The College gets free movie passes for advertising – could we give those away? Mike Mills has used this type of system, Quality Matters, which recognizes people who have made technology strides. Vicki suggested Kathy take the issue to the Deans group. Perhaps nominations could be sought out – crawling, walking, running. This would give incentive to others. It’s not all about running.
- Clustering the training and producing training is a great follow-up to that. Miller Newman indicated that CTL is ready to roll out a Web 2.0 technology. Mike has created about five different certificate tracks as an example.
- Web shells for every class is on the horizon and we are definitely moving in that direction. We need a place to put things like that. It should be something simplistic, but should allow variety for more advanced users. Ruth suggested that with the H1N1 threat looming, that the faculty be encouraged to use the course studio in MyMC.
Next Steps: Mike Mills will talk more about Quality Matters that at the next meeting. Everyone should give these some thought and come to the next meeting to discuss further what interests them.

Locations and Dates for Fall LTC meetings

Vicki handed out the list of reserved rooms for the upcoming meetings in 2009. Student reps can be invited to attend the meetings on their campuses. We can advertise to seek out others and have open meetings. Perhaps we could structure the meeting so that the Technology Previews take place at the start of the meeting so that guests have the choice of either staying or leaving after the presentation. Kathy Wessman suggested we think about offering a videoconferencing option, maybe in the spring. Here are the fall 2009 meeting locations:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Room No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 10</td>
<td>RV</td>
<td>MT 103</td>
</tr>
<tr>
<td>October 8</td>
<td>GT</td>
<td>GB 105</td>
</tr>
<tr>
<td>November 12</td>
<td>TP/SS</td>
<td>CF 143</td>
</tr>
<tr>
<td>December 10</td>
<td>OITB</td>
<td>OITB 304</td>
</tr>
</tbody>
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Marketing Subcommittee Report

Vicki was asked by Montgomery County’s Business Development office to have a vendor demo a product from a company called Babylon that translates words from within documents. You can select many different languages. This is a possible Technology Preview topic.

Next Steps: Vicki will contact the ESL Department to see if they have interest in coming to the preview. Kathy Michaelian said she would speak with Marianne Noyd, Reading faculty at GT, to see if she’s interested as well.

Mike Mills offered to do a further demo on Second Life. These demos are designed to provide information, not to dictate the use. We are an incubator group. We are test-driving different technologies for people to see.

Technology Previews

<table>
<thead>
<tr>
<th>Month</th>
<th>Product</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>One Note, et al</td>
<td>Ed Palaszynski</td>
</tr>
<tr>
<td>October</td>
<td>Turnitin</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>Babylon</td>
<td>Michael Ellison (vendor)</td>
</tr>
</tbody>
</table>

Future Previews

<table>
<thead>
<tr>
<th>Product</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Life</td>
<td>Mike Mills</td>
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Positioning Statement/Elevator Pitch

Vicki and Ed Palaszynski met with Brett Eaton and Lisa Burl to work on an LTC elevator pitch. Brett came up with the draft of the Elevator Pitch. Vicki asked Kathy M to review it from an academic perspective using Miller, Ed and Krista’s comments. This topic needs to be shared.
with the faculty committee members. Ed Riggs suggested that we not use the word “committee” as it has a negative connotation from a marketing standpoint. Note: Elluminate is not Eliminate!

Next Steps: Kathy will make sure Linda Zanin and John Coliton see the next draft of the pitch incorporating comments offered by the group. Vicki will ask Brett to share an exercise with the entire group – maybe in December.

Brett would like to add some of this information to Dr. Johnson’s opening speech. How do we use the elevator pitch? It can be used in podcasts, Facebook pages, YouTube, etc. We are hoping that our faculty reps will have the opportunity to pitch the committee at their respective campus opening meetings. Kathy Wessman suggested they get with the meeting organizers soon as agendas are being created.

Inside MC is an ideal place to post the LTC pitch. Ed Riggs has been working on a graphic. We need to put it out there before September 10th, maybe from August 27th. Kathy and Vicki will work on the content. A podcast could be launched at the same time. John Coliton could produce one – maybe Linda and Ed too.

Next Steps: Kathy Michaelian will get back to Brett with the updated draft. Linda, John and Ed Riggs could touch base with those planning the campus opening meeting agenda’s to see about presenting the LTC pitch. Vicki and Kathy Michaelian will work on the pitch content for Inside MC.

Technology of the Month

Vicki Duggan

We can post an announcement on Inside MC, link to experts and training opportunities through CPOD and CTL. Here are the featured technologies for the next three months:

<table>
<thead>
<tr>
<th>Month</th>
<th>Technology</th>
<th>Authors/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Elluminate</td>
<td>Mike Mills, Ed Riggs</td>
</tr>
<tr>
<td>October</td>
<td>Wiki’s &amp; Blogs</td>
<td>Miller is working on a training schedule</td>
</tr>
<tr>
<td>November</td>
<td>Facebook for Faculty</td>
<td>Mike and Miller will research</td>
</tr>
</tbody>
</table>

Mike offered training this summer for Elluminate. A complete training schedule has been scheduled. We need to build a community of experts for these technologies. We could use a Podcast to introduce each technology of the month. Miller has access to faculty who have been trained in these technologies – Near Peer experts.

Next meeting

All

- Technology Preview: Ed’s Presentation
- Evaluating proposals/grant form
- Vicki will send guiding principles before the meeting (from ETSC and AAC)
- Review Milliron discussion again
- Kathy will share the meeting updates with the Deans group and come back to the group with a report

All
Next Steps: Review January’s LTC minutes to refresh yourselves with the LTC focus.

Next meeting: Thursday, September 10, 2009
3:00 – 5:00
RV MT 103