Members Present: Ms. Vicki Duggan, Ms. Kathy Michaelian, Dr. Brian Baker, Ms. Ruth Gill, Dr. John Coliton, Dr. Michael Mills, Ms. Vani Murthy, Dr. Miller Newman, Dr. Ed Palaszynski, Mr. Ed Riggs, Ms. Bo Chan (for Ms. Kathy Wessman), Dr. Linda Zanin, Ms. Clare Delaney

Members Absent: Ms. Kathy Wessman

Guest: Dr. Mark Milliron

Kathy Michaelian welcomed the group and asked everyone to introduce themselves to Dr. Milliron.

Discussion with Dr. Mark Milliron

Dr. Milliron asked how the Learning Technologies Committee came about. Kathy Michaelian explained that the LTC is an outcome of the new IT governance process and replaces a previous committee, the Instructional Advisory Group, which was no longer effective. We needed a committee that encouraged innovative instruction and promoted IT projects with input from others. The previous advisory structure reported to IT; the new structure reports to the Senior Administration and Academic Leadership. Following are Dr. Milliron’s responses to the questions presented to him prior to the meeting.

1. What works with faculty to help reach them and draw their attention to the availability of technologies?
   - Dr. Milliron believes in starting conversations. The biggest challenge we face is the “hyperbole factor”, it turns people off.
   - Audiences want to stay the same, in the middle.
   - Low threshold applications offer as much value teaching good practice as big flashy applications.
   - Quality use of PowerPoint/website shells can be powerful.
   - Be the catalyst on emerging technologies, i.e. Second Life, and social networking.
   - Cabrillo Community College in Santa Cruz has created a program whereby the student senate tries to get money for IT initiatives. The students grant the money and have raised over $2 million using student focus groups.
   - Student technology assistance with faculty and staff allow students to get social.
   - Near Peer programs get people who have just learned a new technology to teach.
• Try not to get sucked into the high-end stuff. Core infrastructure projects (web shells, blogs) are important, too.
• Keep engagement

2. What catalytic conversations should the Learning Technologies Committee have with the faculty at Montgomery College?
• We want to be the convener of these rotation conversations with different formats.
• Mark described the concept of “uncommittee” meetings being used at another school which involve choosing a book about technology and meeting at someone’s home to have dinner and discuss the book.

3. How do we launch/promote the Learning Technologies Committee?
• Market the LTC towards helping people take their first steps and biggest leaps using workshops, student review of grants and offering web support.
• Grassroots efforts have worked. Use workshops. CPOD has information about establishing focus groups.
• Partner with planning. Use student focus groups: Ask them what they’d like to see. Use give aways, food, stipends, and core incentives to engage them.
• Faculty focus groups are equally beneficial, whether they’re hot on technology or not, they should be held at least once or twice a year. They could be on-line. Provide prizes for participation.
• Create an award system for people using new technology – new users are trail blazers
• This is a good time to step in and provide leadership.
• The core messaging should include a “tag line”: what are we about? Crawl, Walk, Run
• Simple things like Microsoft Office 2007 shouldn’t be overlooked as technologies to discuss.
• The Technology of the Month can be basic – doesn’t always have to be cutting edge.
• Every six months we are all novices with technology.
• We need to make sure the ground is still being tilled starting from the bottom.
• We should partner more with CPOD and CTL.
• Focus on the low threshold – create web shells for everyone.
• Students will drive the process.
• We need an elevator pitch that fits into our framework, i.e. “We help faculty take first steps and quantum leaps with technology”.
• An Action Analytics group (establishing how to get data into the hands of faculty and deans) is being set up. Brian Baker is working on it. This will help faculty see the benefits of using technology in the teaching and learning experience.
• We need to create the sandbox – the catalyst for positive change.
• If you put technology out there, people will try it. Find out what’s happening and connect people with it.
• We should become a community of practice.
• There are a lot of technologies out there that are being widely used by students and some faculty like Facebook. Should we provide Facebook training to faculty?
• Analyze, synthesize, evaluate and apply.
• We should create a cross-functional leadership team.
• We could put together clusters of training (for beginners) and provide certificates for programs like Web 2.0 technologies (Blogs, Wikis, Facebook) for faculty.
• Present a Web CT shell and the tools that go with it, like Elluminate.
• Explain to the faculty the order of using Course Genie vs. PowerPoint vs. Elluminate
• Create a different track for high-end users.

Marketing Plan Update  
Vicki Duggan/Miller Newman/Ed Palaszynski

• The marketing subcommittee had a meeting with Lisa Burl in which they discussed an elevator pitch for the LTC – shouldn’t be longer than 30 seconds.
• The group will discuss ideas at their next meeting and present their ideas to the Committee.
• Please let Vicki know if you’re interested in participating in the marketing subcommittee.

Review of the Technology of the Month List  
Miller Newman

• The Technology of the Month series will begin in September.
• The first three technologies highlighted will be:
  1. Elluminate;
  2. Facebook (with the understanding of what Facebook is and there are plug-ins from MyMC and Blackboard). We need to ask faculty if they are using Facebook for teaching, and why they are using it instead of other tools. What are the boundaries of using Facebook? and
  3. Podcasting
• Technology needs to be supported before it’s rolled out to faculty.
• We need a roadmap that shows where the College is going.

Action Item: Ed Palaszynski will look into e-Portfolio and One Note and report back to the group.
Ruth Gill offered to create a Facebook page for the LTC.

Targeted Marketing Using Existing Technology Resources  
Ed Palaszynski

• The concept of a “technology fair” has been shelved given the need to become targeting on bringing discussions to groups.
• The LTC will be rolled out at the opening meeting in August.
• We can use podcasts showing faculty using different technologies together with testimonials. This will promote the fact that people are using these tools and how they are being used.
• We need to generate interest and get invited by the different constituent groups (Deans, Chairs, faculty, governance groups, academic departments) to discuss technology.
• We can encourage the use of podcasts on the website to introduce faculty using a consistent opening, digital images, and closing. The LTC can create the shell – Ed will help.

July LTC Meeting

• Given the late date of the June meeting, the next LTC meeting will be on August 13th.
• We could videoconference the August meeting. Please contact Clare Delaney if interested in videoconferencing the August meeting.

Next meeting: Thursday, August 13, 2009
3:00 – 5:00 pm
OITB 304