Present: Gale Allen, Jane Baird, Ronald Browne, Don Descy, Corinne Dickey, Jan Eimers, David Gjerde, Brian Groh, Mark Johnson, Elena Ivanova, Mark Kump, Nina LeNoir, Patricia Lipetzky, Warren Sandmann, Gerald Schneck, Gary Urban, Steven Vassar, Adam Weigold
Guests: Frank Embree, Jeff Henline
Absent: Daniel Cronn-Mills, Jim Grabowska, Catherine Hughes, Joel Jensen, Joan Klanderud, Peg Lawrence, Angela Monson, Henry Morris, Joan Roca, Stewart Ross, Wayne Sharp, Robert Zelin

Don Descy welcomed the group and asked for changes to the agenda. No changes were presented.

Announcements
1. MERLOT (Multimedia Educational Resources for Teaching and Learning Online) presentation. March 28th in CSU 201, 10 – 11 and 2 – 3. This presentation requires registration and is filling up quickly. If you are interested in attending, contact Stewart Ross at #1098.

2. National School Change Award due April 1, 2005.


6. Other
   Warren Sandmann mentioned that the Intellectual Property Policy has been signed and is now in effect. He said that an Intellectual Property Coordinator will need to be named and he would like recommendations from the LTR.

Old Business
7. Turnitin – No Update

8. E-signatures (Mark Kump) – Mark Kump stated that a workgroup from the LTR consisting of Dave Gjerde, Mark Kump and Gary Urban has begun work on planning for an e-signature process. This group has drafted recommendations (distributed to LTR members at the meeting). Feedback from the LTR group is not required at this time. Updates to the LTR will be made at future meetings.
9. Other - None

New Business

10. UCompass to D2L Conversion Status (Jeff Henline) – Jeff Henline provided a PowerPoint presentation to the LTR. This presentation focused on the number of courses offered on Educator and the number of course offered on D2L. Comparisons between fall and spring 2005 were viewed. There have been about 89,000 active D2L sessions; this has about doubled from the fall usage.

11. Brief Update on Zoomerang Software Services (Jeff Henline) – Zoomerang is a surveying tool. I.T.S. has purchased 10 licenses for campus use. This surveying tool does not need a course management system. It is easy to use and offers excellent data export to Excel or SPSS to analyze the data. More information is available at the “ETS” (Educational Technology Services formerly known as the Office of Instruction Technology (OIT) website. Jeff mentioned that a free Zoomerang offer is available but if you use it, you are charged $25 from Zoomerang to transfer data. Take advantage of the MSU licenses and do not create a ‘free’ account. After discussion, the LTR concurred that this product would be valuable for assessment and is also appropriate for use in the classroom. Mark Johnson mentioned that groups to be surveyed can be targeted by certain attributes (e.g. by college or by age group).

12. Demonstration/Discussion of MnSCU-wide D2L Helpdesk (Frank Embree) – Frank Embree presented on the Statewide D2L Helpdesk here at MSU. He is the Administrator for D2L and is also a MSU student. He stated that response time for questions have been solved within 24 hours. There are representatives available from 7:30 a.m. – 11:30 p.m. The heaviest use of this helpdesk is near the beginning of the semester and then near the end of the semester.

13. Other – None

Recurring Updates

14. Student LTR (Adam Weigold) – Adam Weigold apologized for not being able to attend the LTR meetings regularly. He said that the Student LTR is working with the Tech Fee group and everything seems to be going well. He said that they have also worked with the College of Business Laptop initiative and this has helped demonstrate where the student’s dollars are going.

15. ITS (Mark Johnson) – Mark Johnson stated that the planning is underway for the Wireless Conference next fall. He asked the group their thoughts about broadening this conference to a Wireless and Classroom Technology Conference. It would make the conference more attractive to some because of the broadened scope, however, it may conflict with the Teaching and Technology Conference
that is offered around the same time. Mark will check into this and report back to the LTR.

This weekend a large change in the ISRS will be taking place. This is a behind the scenes change but will make a significant difference. A lot of departments will be affected and it is more complex. Mark Johnson or Dave Gjerde are willing to help make departments aware of this.

Mark announced that the bids received for the new telephone system were not broad enough. Re-bids are due in two weeks. The extra time needed for rebids will delay the new phone system. Training will be offered after the new system is installed.

Mark asked the LTR what their feelings were on having presentations made to the group by the ETS group. The group felt that these were beneficial. Mark encouraged people to contact him if they felt that there was a topic that should be presented to the LTR. Discussion of holding LTR meetings in various labs on campus took place. This option will be explored for future meetings but due to the meeting time (2 p.m.) it may not be possible to convene in some of the labs.

16. Extended Learning (Pat Lipetzky) – Pat Lipetzky announced that the Distance Learning Task Force is concluding their work. The report is available on the website. Please take a moment to review it and provide comments. Feedback is encouraged and necessary.

Extended Learning sponsored a teleconference on student support services for online issues. This was a great conference.

The Distance Learning Task Force’s final report will be on the LTR agenda for March 31, 2005.

17. Other – None.

Adjourned