Minnesota State University, Mankato  
Learning & Technology Roundtable  
9/1/05 in ML 3012

Present: Jane Baird, Don Descy, Jan Eimers, David Gjerde, Jim Grabowska, Brian Groh, Elena Ivanova, Joel Jensen, Kent Kalm, Joan Klanderud, Mark Kump, Peg Lawrence, Nina LeNoir, Patricia Lipetzky, Angela Monson, Roland Nord, Joan Roca, Warren Sandmann, Gerald Schneck, Wayne Sharp, Steven Vassar
Absent: Gale Allen, Ron Browne, Daniel Cronn-Mills, Corinne Dickey, Catherine Hughes, Mark Johnson, Stewart Ross, Gary Urban, Ben Weihrauch, Robert Zelin (Material packets were sent to absentee members on 9/7)

Co-Chair Don Descy welcomed the group back from summer break and announced that he was looking forward to a constructive year.

The LTR meetings have been scheduled on the following Thursdays at 2 p.m. in the ITS conference room (ML3012): 9/1, 9/15, 9/29, 10/13, 10/27, 11/17, 12/1.

Mark Johnson could not be at today’s meeting but ITS supplied the treats. Thank you Mark!

Introductions were made by all members. They stated their name and the departments/units they represent.

AGENDA

Announcements

   Money is available for attendance to EDUCAUSE. Early bird rates are available until September 20. This conference is highly recommended.

2. AECT: Orlando, October 18-21, 2005. [http://aect.org](http://aect.org)
   Association for Educational Communications and Technology (AECT) Conference is being held at the same time as EDUCAUSE. The early bird registration ends September 12.

3. ITeach Conference, Hennepin Tech College, November 3-5, 2005
   Requests for proposals (RFPs) for ITeach are due by September 13.

4. Other
   -- The Efolio MN Summit will be held on Thursday, November 3, 2005 at Hennepin Technical College, Brooklyn Park Campus. This summit is an all-day event designed to bring together, K-12, Higher Education, and Workforce organizations that use, or are interested in E Folio Minnesota [http://www.efoliominnesota.com/](http://www.efoliominnesota.com/). This electronic portfolio is available to everyone in Minnesota and last year the CETL held a workshop related to this.
Wayne Sharp announced that the MSU Wireless & Teaching Technology Conference 2005 (“Creating Optimal Learning Environments”) will be held on November 8, 2005 in the CSU. Many of you have participated in Teaching/Learning CETL and the ITS Wireless conferences in previous years and we would encourage you and others working with these technologies in higher education to share your expertise and experiences by presenting in November. Presenter proposals are due October 7, 2005.

New Business

5. Welcome to LTR, roles and expectations (DD and JR)

Co-Chair Joan Roca welcomed new and returning LTR members. He encourages everyone to find an alternate to attend if you are unable to attend. It is important that everyone communicate with the units and constituent groups we represent. Everyone is encouraged to share the minutes with colleagues. Feedback is always welcome and necessary for the well-functioning of the Roundtable.

A packet of materials was distributed to the LTR members. It includes the 2005-2006 members, meeting dates, Vice President Olson’s charge to the committee and a request for feedback to the HLC accreditation visit in February. Please note that on the homepage for the LTR http://www.lib.mnsu.edu/ltr/ the minutes are included all the way back to 1997. Please check the membership area and make sure that your links are correct. If something needs updating, please send that information to Joan Roca.

6. Charge from Vice President Olson for 2005-2006 (JR and DD)

Vice President Olson was unable to attend but will participate in a future meeting of the LTR. The charge this year similar to last year’s but there are some minor modifications. The Vice President asks that we consider the following during the 2005-2006 academic year:

1. How can we enhance the campus vision and direction for the future use of information technology?
2. Can we develop or clarify policies to support campus use of information technology?
3. How should we implement new information technology on our campus?
4. How can the LTR support the HLC Accreditation process, the Center for Excellence in Teaching and Learning, the new Extended Learning Sub-Meet, and other campus groups working on areas related to the use of technology in learning?

The LTR does not engage in setting policies but makes important technology-related recommendations that are forwarded to appropriate groups for action.

In regards to item 2b of the Vice President’s charge, the campus has renewed the license to Turnitin for one more year. We will still need to review and make a recommendation whether to continue with Turnitin or another anti-plagiarism program software. Requests for using Turnitin need to be submitted to ITS.
In regards to the Vice President’s charge item number 3, classroom updates are not listed but we have had success in bringing them up to state-of-the-art. We need to develop guidelines and policies on how this will be implemented in the future. Vice President Olson also mentions digital games and simulations, handheld computers, and tablets/laptops. A lot of applications are available. We need to view what others are doing and discuss possible application at MSU.

7. Request for feedback to HLC Self Study draft, Chapter 8 (JR)
Joan Roca is a co-chair for the HLC Steering Committee. The draft document for the self-study is being finalized. The LTR will be reviewing Chapter 7, Criterion 2, Component b and Chapter 8, Criterion 3, Components b, c, and d. These items related to technology training, technology and learning, and support and evaluation. Please review the self-study document when it becomes available at http://www.mnsu.edu/hlc/. This link is available from MSU’s homepage. This draft will be discussed at the next meeting. Joan will forward the specific components of the self-study to the LTR members for review and discussion but reviewing the whole chapter will set a better overall context.

8. eTeachMSU (Pat Lipetzky)
Pat Lipetzky, Dean of Extended Learning, introduced Kent Kalm as a team leader in Extended Learning. A brochure was distributed that discusses the eTeachMSU Program. The purpose of this program is to create a pool of faculty who can assist their colleagues in learning methods and tools for teaching online classes at MSU. Mentors will also serve in an advisory role to their Colleges and Departments. Initially the goal is to have at least one mentor for each College. The mentor will receive $500 stipend for the year from Extended Learning and will complete a 3-hour training and review program. This will help introduce policies and put the expertise in front of the audience. It is not based on people that have already been teaching online but is more of an opportunity to learn how.

Kent Kalm will be releasing a bi-weekly digital newsletter that will feature a faculty spotlight, current happenings in online teaching, a toolbox, and online discussions. Kent will send a link to his presentation and the information in the brochure. 38 people attended and 33 signed up for an online course. There is excitement expressed by faculty to accomplish the goal of increasing our presence in online learning.

There is also intention to develop a full lecture series with representation from each college. 54 lectures would be tied to discussion and a bio for each individual. There will be 40 – 50 mini-presentations. They are hoping to recruit 54 people to do this in order to increase our online presence. A document was distributed that discusses this proposal in length.

All are encouraged to review the digital newsletter and find out how to get a t-shirt. 😊
Pat Lipetzky asks that you check out the new Extended Learning website http://www.mnsu.edu/ext/ and special thanks was given to Elena Ivanova and Elaine Lilly.

The Extended Learning Sub Meet & Confer has been set up and is up and running. The first meeting will be held on September 13. Gerry Schneck and Pat Lipetzky are the co-chairs. This goes beyond distance learning and includes all of extended learning. There are currently 54 classes online with the media code 03. Congratulations were offered to Angela for a successful launch on the Dental Hygiene online program.

9. **ITS/ETS Showcase: VoIP phone system**
   Bryan Schneider reported that our new phone system sends voice conversations over the network. Many long distance calls will be toll free over the Internet. The new telephones offer more features than our last system. All telephones have voicemail and unified messaging capabilities. Conference bridging is available on-campus at no cost. Other components can be added for meetings that require desktop sharing. This has been the largest project that I.T.S. has rolled out at one time. They have been working extremely hard to complete this project. There is a considerable cost savings for the University. We will be positioned better for voice and video communication projects. The Residence Halls are on the new system but still use analog telephones so that students can bring their own equipment here. Over 100 network changes had to be switched. The location of every cable jack has been documented for 911 purposes. A lot of training has been completed and more will continue.

Final Updates

10. **Student LTR**
   No updates at this time.

11. **ITS/ETS (Mark Johnson)**
   No updates at this time.

12. **Extended Learning (Pat Lipetzky)**
   Pat shared information above.

13. **MnOnline (Roland Nord / Joan Roca)**
   No report available at this time.

14. **Other**
   Wayne Sharp gave the group a brief update of occurrences that occurred over the summer. A working copy of projects was reviewed by the members. 400 new computers were purchased this year and this resulted in approximately 800 to 900 different computer moves. English 203 and 204 were updated as well as other areas on campus. 120 new computers went into the Library, 20 laptops for checkout, 30 to ML 081 and then others will be placed by the new Info Commons on the first floor of the Library. Student Government, Residential Life and the Help Desk also received some new equipment.
The dental lab has been remodeled and looks great. There were safety concerns previously because of all of the electrical cords, approximately 6 or more at each station which have now been reduced down to one. The LTR will plan a site visit to this remodeled area after one of the future meetings.

Thank you for attending. We look forward to another great year.