Committee members in attendance:

Ensminger, Dave  School of Education
Kelly, Michael  School of Social Work
Kleinman, Daniel  Student Representative
Malliaris, Mary  School of Business Administration
Maloney, Diane  Institute of Pastoral Studies
Montes, Bruce  Information Technology Services
Moy, Terry  Marcella Niehoff School of Nursing
Price, Ron  Stritch School of Medicine
Ryan, Kathy  Information Technology Services
Scheidenhelm, Carol  Academic Affairs
Seal, Robert  University Libraries

I. Current Technologies

A. Dave Ensminger: e-folio use in the School of Education

NCATE certification requires information on student outcomes, so the SoE has shifted from tests to products to demonstrate student capabilities. Using LiveText, a content management system, students in the SoE submit work that gets critiqued and aggregated over the years they are at Loyola. The SoE can look at results over years, classes, instructors, or assignments to see areas that are doing well or that need improvement. The student can give guest membership to prospective employers to view their work (each student gets 5 years of access to LiveText).

As the SoE moves to greater use of this technology, they are must decide what key topics need to be taught in each area, what competencies in a course should be communicated regardless of who teaches the course, and what products will need to be stored and indexed.

Students are each charged a one-time fee of $125 for 5 years of access to LiveText and the training necessary to use it.

B. Bruce Montes: Updates on Information Commons and public computer access

The Information Commons will open at the Lake Shore campus in January 2008. It will have 320 workstations (mix of PCs and MACS) and have wireless access throughout the building. There will be 14 Group Study room with TeamSpot where teams of students can work with highly interactive collaboration capabilities. There will be a fully staffed media lab where faculty and students can get help in creating digital media.

IT is also investigating specialized servers for podcasting, video streaming, wikis, and blogging.

II. Policy consideration for Blackboard: After the committee agrees on the wording for these policies, our recommendations will be forwarded to the ITS Executive Steering Committee for consideration. Due to the need for rapid implementation of these two policies, we will escalate our recommendations so the policies can be in place before the mid-May Blackboard upgrade.

Currently, no courses have ever been deleted from Blackboard and it holds 16,000 courses of which about 3,000 are used. Discussion about when courses should be archived concluded with the recommendation that courses should have a 2-year life. After that, they will
be archived and deleted from regular access. The faculty person in charge of the course will be notified via email when this is about to occur; additionally, notice will be placed on the Blackboard login pages and publicized on other campus resources.

The committee also discussed content of Blackboard courses which has been left by faculty no longer here, but might be useful to a current faculty teaching the same course. It was decided that the committee recommend a policy requiring the chairperson of the department in which the course is taught to provide written approval for access of this old course content by a new faculty.

Carol will work up these policies into a formal statement and the committee will review it.

III. Items from the committee: Issues relevant to our units

Each area was asked to present only a few issues relating to technology that concern their faculty currently, though longer wish-lists were circulated.

**School of Business Administration:** (1) Faculty would like access to their files from multiple places or at least be able to synchronize files at home and work (internet access to all files would be nice). We should be able to forward GroupWise emails to a PDA. (2) Blackboard needs to distinguish between “course” and “section” so that faculty can post information only once for multiple sections they are teaching; it would be really nice to have a Photo roster in Blackboard of students as our classes increase in size.

**School of Social Work:** (1) The move to have all courses online is their current major source of focus and anxiety. In the future, all MSW students will be able to choose to do at least half of their courses online. (2) The SoSW is an intensive user of e-reserves and the library. It needs more linking with Blackboard. Also, photo rosters in Blackboard would be useful.

**Medical School:** (1) Currently, the video conferencing infrastructure is being evaluated to see what capabilities it needs to provide. They need to support distance learning (synchronous and asynchronous) and group projects. (2) Lecture video/audio taping needs to be available almost real-time in an automated format. They may replace some lectures with a taped presentation. (3) They are continuing to expand the use of online examinations that track core competencies.

**Student Government:** SG is working to develop and expand podcasting of student events, for example wellness events during finals. Schools can send an email to Daniel to have their event included.

**Institute of Pastoral Studies:** (1) IPS has many new students with VISTA and there seem to be problems with documents created in this new OS and Blackboard. (2) How will they evaluate human relations skills with online courses? (3) The current configuration of classrooms with tablet-arm chairs is very difficult for adult learners because the chairs are so small. We need to look at this issue.

Due to time limitations, the remaining areas will present issues at a later meeting.

IV. Procedure for prioritizing instructional technology needs

The committee needs to list issues facing Loyola, relating to instructional technology, and prioritize them. Carol will bring documents containing lists of issues that we can examine and we can determine what LUC’s list should look like. We will also look at Loyola’s strategic plan and other campus technology initiatives.

V. Committee Meetings & Other Business

The regular meeting date for this committee will be the 4th Thursday of the month. The next meeting is April 26 in the same location (25 E. Pearson 713). If you are unable to attend a meeting, please select an alternate and make sure they get a copy of the agenda. We will investigate holding future meetings in rooms that have videoconferencing equipment.
Blackboard will be upgraded mid-May. Faculty and students are needed as testers of the new version. If you are interested in participating, let Carol know.

The faculty summer institute in Champaign/Urbana this year is on May 14-17. Ten, tenure-track faculty from Loyola are invited to attend (for the first time). If you would like to be included in this week-long session on new technology, contact Carol.

On Wednesday, April 4, there is a presentation at Lake Shore on Internet 2. Following that, there is a brown-bag on teaching online in Granada 420.

The recorder of proceedings for the April meeting will be Kathy Ryan.

Mary Malliaris, Recorder