TLTAG Meeting Minutes – October 12, 2018

- Approval of minutes from September meeting. NOT approved – minutes will need to be reviewed in the Box folder and approval will be requested at the November meeting.
- Introductions of meeting attendees

Updates

- 4 project updates from Elizabeth Harris
  - IT Project Intake Process
  - 2 way texting capacity UTFA
  - New hotel management system for Pyle Center
  - Nelson Tennis Court - monitor services

- PAT – Policy Analysis Team (formerly called the policy team)
  - TLTAG representative – Beth Martin
  - Lois Brooks requested a “Policy on Policy” language be determined
  - Passwords and MFA communication from IT about rollout
  - Issue of students needs for phones during exams for MFA function (consider effects on the classrooms).
  - Data governance lead by Bob Turner and Joe Salmons as co-chairs

- IT Service Inventory (update by Dawn McCauley)
  - Inventory Refresh is happening now – Jim Thompson from the Office of Strategic Consulting is the lead on the project.
  - Changes to this service inventory process include the inventory of all services and will not focus on related costs for FTEs (those will be factored later).
  - Deadline to complete is end of November 2018.
  - Feedback sessions will be planned.

Main Agenda

- Charter Review
  - This item was discussed in the Activity to identify actionable items to move forward with related to TLTAG priorities (small group work around the items listed below)
    - Activity to identify actionable items to move forward with related to TLTAG priorities
    - Learning and Data Analytics
    - Project Intake/Capacity
    - Cybersecurity
    - Testing
    - Online Education

- Action Item Brainstorming for TLTAG priorities
  - Online Education
    - How do you define the topic?
      - On-line courses/programs/certificate
      - On-line ethnic studies requirements
      - Professional development
    - What specific things around the topic would you like TLTAG to tackle this year?
      - Definition on-line classes
      - How many are being taught
      - Is this for credit or non-credit
- UW-system sharing, creative collaboration across campuses
- UNIZIN – how sharing resources involved in online education
- OER (open educational resources)
- For non-credit classes, what data do we have and what is connection with UW-Madison
- How do we define or measure quality of an online course

- What additional information do you need?
  - Data inventory of what we know and do not know
  - What should be in syllabus for online course (advice)
  - How to access and evaluate online teaching for tenure
- What else would be useful/is needed to move forward on this?
  - Gaps in our knowledge of what works
  - Evaluations
- What other groups should be/would want to be involved?
  - Not sure of other groups involved so we need to be aware of them.

  - Cyber security/accessibility
    - Impact space
    - Multifactor authentication
    - Feedback as to what this means to teacher and students
  - Data Analytics
    - LARK subgroup
    - Leaning blended on time
    - Scope of what is and how it impacts instructors and students
  - Tools and inventory’s
    - Policy and implementation
    - Innovation vs Operational tension, defining guardrails to work within
  - Testing
    - Support to leadership to prioritize resources to purchase and integrate digital integrity (testing) tools
    - Sanction the requirements for the RFP/RFI for digital integrity (testing) tools
    - Support to leadership to include effective pedagogical use of digital testing into existing instructor/faculty curriculums such as Tech Online, online course development efforts, Summer courses, consultations (programs managed by Sarah Miller)
    - Recommendations to leadership on which options/processes/methods should be used to best scale digital exams in campus courses/programs.

**Attendance:**
Steven Cramer
Andy Goldstein
Bethany Gordy
Marty Gustafson
Lisa Janson
Beth Martin
Dawn McCauley
Jocelyn Milner
Sherl Stoecker
Kristopher Olds
Paul Oliphant
John Parrish
Parmesh Ramanathan
Sue Wenker

**Guest**
Joe Johnson
Becky Morgan
Troy Dreyer