TLTAG Monthly Meeting Minutes
March 15, 2019
1:00 – 2:30 PM
260 Bascom

1. **Intro/Welcome/General Announcements**
   - Minutes from the TLTAG meeting on February 15, 2019 were approved.
2. **Discussion of Campus Instructional COOP (Steven Cramer)**
   - DRAFT for Academic Continuity Planning Scenarios
     o Creating a University of Wisconsin-Madison plan address classroom reassignments and class cancellations.
     o TLTAG suggest that someone from FP&M, Registrars Office, and DoIT Emergency should be involved with this campus plan.
       ▪ LMS would like to be involved with this – Shirin Malekpour volunteered.
       ▪ Kristopher Olds volunteered from TLTAG
   - Issues that need to be addressed for this planning process:
     o Classrooms with Passcodes or keys for projections in classroom reassignments.
     o An understatement of phones or phone jacks in the classrooms.
     o Understatement of an instructor's needs in a classroom for a classroom reassignment.
   - Understanding that the University holds a lot of financial risk if not able to deliver a course to a student.
3. **Canvas Interoperability and 3rd Party Tools (Steve Cramer/Andy Goldstein/Bethany Gordy)**
   - Canvas Interoperability and 3rd Party Tools Presentation shared with TLAG.
     o Addresses integrations of 3rd party tools with Canvas used to enhance the digital learning environment.
     o Areas of consideration
       ▪ Technical usage
       ▪ Data Stewardship – Understanding how the data is being used and does not violates FIRBA.
       ▪ Financial Constraints to campus and/or student.
       ▪ Learning Experience – Students may feel that their learning experience is effected with too many tools.
       ▪ Instructor Risk – Instructor's agreeing to Terms and Agreements without knowing the legal effects to what they are agreeing to.
       ▪ Institutional Risk and Legal Issues (TLTAG Suggestion to add this)
     o Importance for instructors to understand how data is being handled by tools and the security around the vendor for handling student data.
   - TLTAG suggested the idea of having a training for faculty members to understand how course tools could be using their students' data.
4. **Kaltura Captioning Capabilities Updates (Andy Goldstein)**
   - Kaltura is a captioning of videos that AT is looking at doing a pilot on.
     o Provisionary issues with Kaltura wanting campus to deploy to all of campus instead of doing a small pilot on campus.
     o UW-System is looking to have UW-Madison validate user areas of usage and areas of deletion of unneeded space to keep cost of space down for licensing.
     o Communications will start with Faculty to understand the deletion areas.
     o Goal is to start a small pilot this summer for faculty to use.

Attendance:
Steven Cramer
Andy Goldstein
Bethany Gordy
Elizabeth Harris
Linda Jorn
Will Lipske
Shirin Malekpour
Lesley Mayo
Kristopher Olds
Paul Oliphant
John Parrish
Lyn Van Swol

Guest
Lisa Jansen