# Faculty Development Learning Excellence Team Meeting Minutes

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| **Co-leaders:** | Renee Tonioni, Dean for Distance Learning and Instructional Technology, Maya Tolappa, CTLT Faculty Liaison & IS Instructor |
| **Facilitator:** | |
| **Attendees:** | |
| **Presenters:** | Christine Meyer |

## *Minutes*

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| **Agenda item:** | Lunch, Introductions and Update Distribute minutes from last meeting Revisit Team's Vision and Goals | **Presenter:** | Renee Tonioni |

**Discussion:**   Team Vision & Goals

Renee and Maya distributed copies of the minutes from the last meeting and the agenda for the day. Renee discussed the goals for the Team and asked the team members for suggestions. Discussion centered around the following:

- Timings of CTLT sessions were not always convenient, making it difficult to attend CTLT sessions

- Classes should be held in 1 hour blocks, instead of 2 hour blocks

- One-on-one sessions are popular, since they can be scheduled when convenient.

- There was a suggestion about getting one person in each department trained in important software applications (such as Office 2007), and have that person serve as a coach for the department

**Conclusion:**   These ideas will be taken into consideration when the Fall 2008 schedule is developed.

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| **Agenda item:** | Teaching Technology in the Classroom | **Presenter:** | Christine Meyer |

**Discussion:**   Review Course Syllabus/Course Outline

Christine talked about the "Integrating Technology in the Classroom" class which is being offered in the Spring 2008 semester via Aurora University's Collaborating Academic Partnership program in conjunction with Waubonsee. The class offers 3 credit hours of graduate credit.

Christine provided a course description and a course outline that listed the topics in the class by week. She stressed that the class was not about learning technology, but actually learning to use technologies in a classroom. The class is an online class with 3 face-to-face meetings.

The course will be advertised at the Spring 2008 registration and registration will start on February 4 at 12:00pm. Class enrollment will be capped at 15 students.

Registration fee for the class is $245.

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| **Agenda item:** | Faculty Resources | **Presenter:** | Maya Tolappa |
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- WCC Faculty Web Page Template
- Learning in Innovation Grant
- Faculty Conferences

**Discussion:** Maya demonstrated the Faculty Web Page Template developed by Bob Johnson with the new Waubonsee logo and color scheme. Discussion on the template centered on these topics:

- The current template consists of a set of 4-10 web pages. A suggestion was made to create a single page version.
- The template requires the use of Dreamweaver, which is not free. A version that can be updated using a free HTML editor, such as Kompozer, would be nice
- Working with the current template requires skill in the Dreamweaver product. Adjuncts may not have the skills needed to work with Dreamweaver

Amy Del Medico discussed to pros and cons of using a faculty web page once mywcc is operational, but was not sure when mywcc would go live.

Maya talked about the Learning in Innovation grant and encouraged faculty to apply for it if they were planning to try our new ideas in their classroom.

**Conclusions:** Maya will discuss these suggestions with Bob Johnson and make changes to the web page template.

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| **Agenda item:** | Measures to prevent Plagiarism: Is it working? | **Presenter:** | Renee Tonioni |
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- WCC Policy on Plagiarism
- Are online resources enough?
- What next?

**Discussion:** Renee mentioned that in 2004, there was a college wide initiative on plagiarism, which resulted in the creation a list of plagiarism related links at the CTLT website. These links can also be used in online classes. Some of the suggestions that came up during the discussion were:

- Include these links in the faulty web page template.
- Create a plagiarism quiz for students
- Create a WebCt course that discusses plagiarism and academic integrity and make it part of every student's profile
- Publish the number of cases brought to the Student Conduct Board that relate to Plagiarigm
- TIP (The Integrity Project) does excellent work on this topic. It needs to be publicized more.
- What is the best method of disseminating this information to adjunct faculty?

**Conclusions:** Maya will talk to Bob about updating the web page template with plagiarism links. We will continue to investigate efforts to include adjunct faculty with this information.

## *Other Information*

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**Special notes:** Our next meeting is scheduled for Friday, February 8, 2008 at 12:30pm in COL 227

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