

# Faculty Development Learning Excellence Team Meeting Minutes

Friday, February 8, 2008

12:30 pm

Collins 227

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**Co-leaders:** Renee Tonioni, Dean for Distance Learning and Instructional Technology,  
Maya Tolappa, CTLT Faculty Liaison & IS Instructor

**Facilitator:**

**Attendees:** Alison Thompson, Maribeth Brown, Patricia Stich, Keith Bickley, Allison DeStefano, Diana Fortier,  
Patricia De Boom, Janet Gaff, Ellen Field, Jane Thompson, Amy Godfrey, Amy Del Medico, Lynne  
Krantz, Faith Marston, Renee Tonioni, Maya Tolappa, Christine Meyer

**Presenters:**

## *Minutes*

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**Agenda item:** Lunch, Introductions and Update  
Distribute minutes from last meeting **Presenter:** Maya Tolappa

**Discussion:** Meeting agenda

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**Agenda item:** Technology Status for 2008-2009 **Presenter:** Renee Tonioni

**Discussion:** Review Status of Office 2007, Vista, and mywcc implementation & WebCT Update

Renee talked about these issues:

- Office 2007
  - Office 2007 is different from Office 2003, and the college is moving to Office 2007 in Fall 2008 for all faculty and staff.
  - Renee passed around a couple of Office 2007 migration books for review.
  - The CTLT will offer classes on Office 2007 in Summer and Fall 2008.
  - The CTLT will maintain Office 2003 and Office 2007 on computers in the CTLT open lab area till 2008 end.
- Suggestions were made by faculty about the Office 2007 implementation. These include:
  - How about making a Captivate movie on the differences between Office 2003 & 2007?
  - During Orientation, there should be 2 tracks on Office 2007; one for more seasoned users and one for the 2007 "newbies".
  - How about doing a "Game Secrets" movie on Office 2007?
- Vista
  - The college is moving to Vista in Fall 2008
  - Renee does not feel that Vista requires as much training as Office 2007
- WebCT version upgrade
  - The WebCT upgrade is not going to happen in Fall 2008.
  - A few pilot classes will be conducted in the Spring 2010, and all WebCT classes will be upgraded for the Fall 2010 semester
- mywcc update
  - Many patches have been made to the mywcc system
  - The college expects to pilot the mywcc system to Waubensee employees this Summer and faculty this Fall 2008.
  - Complete implementation will be in Fall 2008.

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**Conclusions:** Suggestions will be incorporated when creating the CTLT Summer 2008 catalog and Fall 2008 orientation

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**Agenda item:** Faculty Web pages **Presenter:** Maya Tolappa

**Discussion:** Maya talked about the new system implemented by the IT department to maintain web pages. :

- In the past, faculty needed to FTP files to the WCC server, and remember a separate userid and password to complete the process.
- In the new system, IT has created a folder on the H: drive called public\_html which maps to the website. This folder appears as soon as the login process is complete; there is no need to remember a separate userid and password.
- Web pages placed in this folder will appear in the faculty member's web page.
- In order to set up a web page in the new system, faculty members need to fill out a webpage request form and send it to their dean **even if they already have a web page** under the old system.

**Conclusions:** Faculty need to fill out forms in order to move to the new system

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**Agenda item:** The 8<sup>th</sup> secret to Simplifying Technology **Presenter:** Maya Tolappa

- Demonstrate the steps to integrate audio narration into a PowerPoint presentation

**Discussion:** Maya Tolappa demonstrated the process to incorporate audio narration into PowerPoint presentations:

- Equipment for recording audio is available. Microphones can be requested from IT or issued out from the CTLT. Software drivers for the microphones are already installed on desktops at Waubonsee.
- This technology can be used in online classes to provide explanations for PowerPoint presentations posted in WebCT
- Maya mentioned that Dave Schmutz has access to software that can compress PowerPoint presentations with audio input to make the file size smaller.

**Conclusions:** Integrating audio into PowerPoint is easy and the hardware to do so is available at Waubonsee.

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## ***Other Information***

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**Special notes:** Our next meeting is scheduled for Friday, April 25, 2008 at 12:30pm in COL 227