

Faculty Development Learning Excellence Team Meeting Minutes

Friday, Dec. 10, 2010
12:30-2:00 pm APC 160

Co-Leaders: Renee Tonioni, Dean for Distance Learning and Instructional Technology
Diana Fortier, Associate Professor of Economics/Business & CTLT Faculty Liaison

Facilitator: Christine Meyer, Manager for the Center for Teaching, Learning and Technology

Members in Attendance: *See page 2

Handouts: Sept. 24, 2010 Meeting Minutes, Dec. 10, 2010 Agenda, Plagiarism Quiz, "What's New in MLA style?" handout

Agenda Item: Lunch and Introductions and Review of Minutes by Diana Fortier
Discussion: Diana distributed and reviewed Sept. meeting minutes and outlined Dec. meeting agenda.
Result: Meeting agenda and the former meeting minutes were distributed.

Agenda Item: E-TAG by Renee Tonioni
Discussion: Renee provided an overview of ETAG (Employee Training Advisory Group) including its goals and timeline of team initiatives and provided a draft copy of the new training catalogue for viewing. Renee solicited input on adding some sort of leadership training for employees.
Result: Feedback was given by members on the topics and format of such leadership training.

Agenda Item: Plagiarism by Diana Fortier
Discussion: Diana raised two questions regarding plagiarism: 1. Should the plagiarism information on the CTLT website be reviewed in light of: the new MLA guidelines, the 7th edition MLA guidebook, the several year time span since the information was originally created by TIP? 2. What group should take on this task? Discussion and feedback was provided including possible online plagiarism training, faculty resources and enforcement processes for plagiarism cases and sanctions.
Result: It was agreed the plagiarism material should be reviewed for possible updating including written, verbal, and internet plagiarism issues. It was also agreed the original committee of TIP should be contacted in regard to a committee incorporating input from not only TIP but also FDLET, Student Conduct Board, and Student Success Committee and any others interested.

Agenda Item: ICCFA by Diana Fortier
Discussion: Diana provided feedback on the ICCFA and Waubonsee's representation at the 2010 Teaching and Learning Conference including faculty presenters. She referred members to the ICCFA website (iccfa.org) for forthcoming information on the call for papers and next year's conference.
Result: Pictures of WCC faculty at the conference were viewed on the ICCFA website and faculty were encouraged to continue to attend and submit presentation proposals.

Agenda Item: Windows/Microsoft Upgrade by Christine Meyer
Discussion: Microsoft Office 2010 will be in place in all computer classrooms and in Henning for the Fall 2011 semester. It will be rolled out to faculty and staff, but a definite timeline has not

yet been established. Also the release of Windows 7 is forthcoming but a schedule has also not yet been established.

Result: No questions or discussion.

Agenda Item: Blackboard Update by Christine Meyer

Discussion: We are currently using Blackboard 9.0 which continues to be maintained thus far with 5 service pack updates installed to date. Ongoing training and support is provided by Guy Starner including numerous CTLT training sessions throughout the Fall 2010 Semester and several emailed BB Tips. WCC will go to BlackBoard 9.1 in the Fall 2011 Semester with ample training and resource materials to be provided prior to the upgrade.

Result: Members provided some discussion new features of BlackBoard. Christine displayed the Distance Learning Resources link under the BB link on the CTLT webpage.

NEXT Meeting: February 4, 2011 12:30-2:00 p.m., location TBA.

Members in attendance

Christine Meyer

Renee Tonioni

Ruby Kaur

Terry Weston

Karl Schulze

Diana Fortier

Vicky Archos

Genie Brackenridge

Adam Burke