

Title III Advisory Committee Meeting 2.0 Minutes January 25, 2007

The Title III Advisory Committee met on January 25, 2007 at 3:00 p.m. in the TRIO Conference Room. Don Staub opened the meeting by welcoming everyone in attendance.

Those in attendance were: Jean Baardsen, Beth Belcher, Amanda Brook (Student), Fran Emory, Heather Hebert, Rick Hill, Patrick Keough, Cheri Marshall (Student), Kim McGinnis, Louise Mathews, Don Staub, Jennifer Ulz, and Jeannette Young

Those not in attendance were: Shannon Cotnam, Janet Spriggs, and Johnny Underwood

Old Business:

- Minutes from previous meeting were motioned by Don and were accepted by Fran.

New Business:

1. Terri Manning's visit:

- 93 attendees
- Feedback from a good portion of attendees proved the visit was worth their while; specifically, it enabled many to clarify their goals.
- Some negative overtones (e.g., not enough emphasis on DL, too much material covered in short period of time)

2. Discussion on Institutional level Learning Outcomes:

- Per Fran, when implementing learning outcomes within our courses/programs, a decision regarding integration verses discrete methodologies must be established. She explained the dynamics to both approaches and recommended a forum to solidify these processes.
 - Forum details are forthcoming.
 - Title III Advisory Committee is uncertain as to their role with regard to developing learning outcomes. The million dollar question is: Does the committee serve as facilitators or catalysts to this initiative?

Recommendation: Don will query via e-mail and Title III blog to campus community for feedback. Check out the blog for commentary (and add your own!) <http://ccctitle3.wordpress.com/2007/01/26/title-iii-facilitator-catalyst-or-both/>

3. An update from Heather:

- She is collecting data from students who have not met prerequisites and will conduct further analysis as to why.
- She is also looking into the effects that placement testing has on student retention.
- UNC-W and ECU admissions specialists are scheduled to meet with transfer students during the month of March.
- UNC-W and NC Central will be here for Spring Fest. Students benefit from one-on-one time with admissions specialists and having the student's transcript(s) and curriculum course guide available during these sessions facilitates this process.
- She is working on NC State representation as a result of student's requesting information from this institution.

- Efforts are being made to get Financial Aid and CAPS to work closer together as it relates to issues affecting both entities.
- Training survey going out to faculty inquiring the type of training they would like to receive. The goal is to submit survey by **Friday, January 26th**.

4. An update from Patrick:

- He provided a snapshot of I-tunes. CCC is modeling Berkley College's I-tunes site. It is a state of the art program that requires 3 levels of security. We have administrative access only which allows members of the pilot program and Patrick to interface. Level 2 is reserved for faculty, while Level 3 will be used by students. The college can expect implementation of these two security codes by Summer 2007.
 - I-tunes is a free service offered through Macintosh.
 - We can access media, lectures, course material, and videos via I-tunes.
 - It is an untapped market.
 - The site will be updated on a weekly bases.
 - Patrick is offering basic and advanced training in all facets of technology. Training sessions are held on Fridays and run about 2 ½ hours long. Laptops are provided.

5. Budget:

- Things that Title III has spent money on so far are Distance Learning technology (laptops, recording equipment – ipods, wireless mics, editing equipment, podcast mic), Distance Learning conference on Feb 19 & 20 (Patrick, Mary, Laurie, & maybe Don or new IT assistant), Don's laptop, Jeannette's desktop, and meeting mics.

6. Announcements:

- IT Assistant for Patrick will be on board soon.
- NC CORD will be held Feb 28 – Mar 2.
 - Main goal is to talk about getting Title III and not so much of implementing it.
 - Will use webcast for those who cannot attend.
- Jean & Don are putting a newsletter together to explain all the different initiatives and how these initiatives tie-in with other organizational activities on campus. "As the Propeller Turns" is the proposed name for this newsletter.
- Don asked committee members to get the word out that we are working toward the same direction and to utilized blog as much as possible.
- Start recording time spent on Title III. A timesheet was handed out. Tracking will also be done electronically.
- **Next meeting: February 22nd at 3:00 p.m. Location: TBD**

7. Follow-up:

1. Get clarity on Title III Advisory Committee's role – Don
2. Organized forum for Institutional level Learning Outcomes – Jean & Don
3. CAPS training survey – Heather

With no other business to discuss, the meeting was adjourned at 4:27 p.m.

Don Staub
Director, Title III