

Minutes from the Seventh Meeting of the Task Force on Instructional Technology
 Friday, May 21, 2004; 2 p.m. to 3:30 p.m.
 Chancellors Board Room, 370 Whitmore

Agenda

1. Welcome and May 7th minutes
2. Classroom update: <http://www.classroom.umn.edu/>
3. Training and Implementation Subcommittee [attached]
4. A view of our task by focusing on the functions of Instructional Technology
 - a. A slide show by Lee Osterweil [attached]
5. A student guide to Evaluating IT on Campus: <http://www.educause.edu/studentguide/>
6. Should we make a recommendation for types of laptops faculty should buy if they are considering using the new Professional Development money that should arrive soon to get a laptop for the Fall semester? “In negotiations last Friday, MSP worked out a plan to get this money into faculty hands as quickly and with as few bureaucratic hassles as possible. By July 2, *all* faculty members and librarians currently in our unit will receive an additional, one-time payment of approximately \$1700 in their paycheck.” [taken from MSP email, dated May 3, 2004]
7. General Discussion

Task before next AND LAST general meeting: All subcommittees prepare final written report.

Next Meeting: June 4, 2004, 2 to 3:30 Chancellors Board Room, 370 Whitmore

Instructional Technology Task Force				Campus	
	Name	Department	Building	Phone	email
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	10 Lee Osterweil (ec)	Dean, NSM	B715 Lederle; 722	5-1785	ljo@cs.umass.edu
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	16 Richard Rogers (chair)	Faculty Advisor to the Provost	372 Whitmore	5-2554	rogers@provost.umass.edu
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	(ec) : executive committee				

zzz: Kate Hudson sat in for Copper.

Richard opened the meeting and said the May 7th meeting minutes were on the Web Site.
See: <http://www.umass.edu/provost/initiatives/it/meetings.html>

He updated the group on the Classroom subcommittee's recommendation, which were endorsed by the Undergraduate Education Council at their May 17th meeting. The recommendation has been sent to the University of Minnesota for their Classroom Technical Services to bid on the project. Exactly what that means is not clear until they respond but from their Web site it appears they are now "in the business" after having just done 300 classrooms at UM (see: [Minnesota's Brochure](http://www.classroom.umn.edu/upgrade/index.html) and <http://www.classroom.umn.edu/upgrade/index.html>).

Richard reported on the final version of the Training and Implementation subcommittee's report and it is now posted at the web site.

Lee Osterweil presented his PowerPoint presentation of how Instructional Technology interacts with the campus [see it at the Web Site: [A Functional View of an Instructional Technology Office](#)]. It was recommended that we follow Lee Osterweil's view of Instructional Technology [IT] functions and create the unit(s) best able to provide those functions. His functions fit into three categories: 1) IT research and development, 2) evaluation and deployment of the best IT tools, and 3) operation of IT on the campus.

These three functions can take place within a single unit but it was argued that the first function, R & D, is sufficiently distinct from the other two that it needs separation from deployment (and its related training activities) and operations. Without such a separation the R & D effort is diluted as they try to also deploy, train new users and operate the IT they developed.

A discussion followed with people asking for even more arrows (interactions) and asking Lee clarifying questions. What if the instructional technology tool already exists and a faculty member wants to use it and have our campus adopt it? That situation seemed to fit the new office's responsibilities, bypassing R&D, and just needing an evaluation and a decision as to whether to deploy it campus wide. There was a discussion of information technology and instructional technology and how they differ but relate to each other. Eventually the discussion led to a recommendation by Steve Goodwin and a subsequent version by Bob Feldman. Steve Goodwin's recommended (to capture the value of working closely with OIT staff): We should create an Office of Educational Technology that will be physically located in OIT, but shall be administered in the Provost Office.

[Note: Educational was substituted after the meeting for 'Instructional' by Richard to prevent confusion with our current OIT.]

Another version by Bob Feldman: We should create an Office of Educational Technology that will be located either in or closer to The Center for Teaching and reports to the Provost Office.

The group generally supported, but no vote was taken, the view that the Provost as the Chief Academic administrator on this campus should have the new Office of Educational Technology included in its administrative unit. The idea was for me to take these recommendations to the Organization and Funding Subcommittee for further deliberations.

No action was agreed to on whether we should make a recommendation for any faculty who are considering using their Professional Development money to buy a laptop.

The meeting was adjourned at 3:30 p.m..