Meeting Facilitator: Chair Abbas Johari
Meeting Note Taker: Secretary Kim Smith

Attendees: Dr. Abbas Johari, Professor Kim Smith, Dr. Philip Adrian, Dr. Teresa Lubrano, Dr. Michelle Smith, Dr. Roxanne Gooch, Ms. Lisa Restivo, Margot Gregory (guest), and Ms. Anna Pollard (student).

1. Meeting commenced at 10:00am with the reading of the January 21, 2011 minutes. The minutes were approved with one correction.

Old Business:

2. Discussion: In Dr. Sherry Young’s absence, Professor Kim Smith presented copies of the Collection Development and the Circulation policies of the Library to the committee because the Teaching and Learning Committee is charged with advising making recommendations regarding the Library. The procedure of Material De-selection was discussed. Several committee members expressed that the faculty should have the opportunity to review and make recommendations.
   Action: Committee members will read the Collection Development and Circulation policies of the Library and bring recommendations and advice to the next committee meeting.

3. Discussion: Ms. Lisa Restivo reported on the results of meeting with a representative from Blackboard. Several other faculty members were present for the demonstration held on February 18, 2011. The “Blackboard Collaborate” platform has many features that would benefit student learning, such as virtual classrooms, offices and meeting spaces that may replace teaching ITV courses. The license would be for an unlimited amount of users, and artifacts would be stored on the Blackboard-owned server.
   Action: Ms. Restivo will survey the faculty members that were present for the demonstration and bring the results to the next committee meeting. She will also continue to get more feedback from the representative and set up a meeting with the representative and Ms. Debbie Goode, the Director of Information Technology Services.

4. Information about the distance learning consortium conference.
   Discussion: Ms. Lisa Restivo supplied more details about the Heartland eLearning Conference.
   • The pre-conference is Monday, March 7, and the regular conference is Tuesday, March 8, 2011. Those attending the pre-conference need to choose which event they would like to attend in the morning.
   • A total of about ten faculty members plan on attending and will meet at 7:00am each day at the Physical Facilities parking lot. Ms. Restivo will drive the University vehicle.

5. Students’ needs at the Academic IT Center.
   Discussion: Ms. Margot Gregory discussed the most common types of students’ needs at the Help Desk. Frequently the students need help in areas outside the realm of the Help Desk, such as questions about financial aid, registrar, admissions, and Aggie One Card.
Action: Ms. Gregory will meet with representatives from the mentioned departments and clarify what types of help the Academic IT Center can offer, and what types to help that gets referred.

Action: Dr. Johari will suggest to Dr. Chris Keller in his capacity as Faculty Advisor for the Cameron University Collegian that a story be written for publication on preventing student “runaround” when they ask for help.

New Business:

6. Ms. Anna Pollard was introduced as the new student member of the Teaching and Learning Committee. She is a senior in the Elementary Education program. She was asked to serve by the president of the Student Government Association.
   Action: Ms. Pollard will survey the Student Government Association members at their next meeting regarding the service at the Academic IT Center Help Desk.

7. Dr. Michelle Smith expressed concern that Dr. P.K. Das cannot attend the meetings of the Teaching and Learning Committee.
   Action: The committee members agreed to change the standing meeting time for the committee to 11:00am – 12:00pm, and continue to meet on the third Friday of the month.

8. The next meeting will be held on Friday, April 15, 2011 at 11:00am in Room 110 of the CETES.

9. The meeting was adjourned at 10:45 am.