Teaching and Learning Committee Minutes
November 19, 2010
Sixth Meeting

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

Attendees: Dr. Abbas Johari, Professor Kim Smith, Professor Don Aguilar, Dr. Teresa Lubrano, Dr. Roxanne Gooch, Dr. Michelle Smith, and Ms. Lisa Restivo.

1. Meeting commenced at 10:00am with the reading and approval of October 15, 2010 Minutes.

2. Discussion of Actions from last meeting by Dr. Johari. An email was sent to all faculty on November 11, 2010 regarding the Cameron Innovative Instructional Grant Program. The email defined the focus and purpose of the program, which is "to empower the academic teaching and learning environments." Further, it was communicated that the request must be sent to the Academic Research Director before it goes on review by the Teaching and Learning Committee.

3. Presentation by Professor Aguilar titled "Softlink Class Control."
   Discussion: The presentation consisted of a demonstration of the software that has been installed in both of the classroom computer labs in the CETES building. Some of the features that were highlighted were:
   - Instructors can control the students’ computer screens.
   - Instructors can display demonstrations on the video screen.
   - Students can take control of the video screen to display a demonstration.
   - Instructors can annotate student’s computer screens, either individually or collectively.
   - Instructors and students can chat via text.
   - Instructors can monitor what students are doing without their knowledge.
   - Instructors can blank the computer screens, lock the keyboard, and block URLs from students’ computers.
   - Students can be surveyed and immediate feedback is generated.
   - Files can be sent to and from students.
   Professor Aguilar also discussed another communication tool available on the Internet called Dimdim can be used for distance teaching and learning.
   Action: Since there are many licenses available to Cameron University, each member of this committee should check to determine if they would benefit from having this software installed in their classroom computer labs. Send an email to Dr. Johari with your determination.

4. Assignment.
   Discussion: Dr. Johari asked the committee members to closely examine the "Guidelines and Application Form for Innovative Instruction more than $500.00."
   Action: The committee members will submit suggestions to add, eliminate, or modify to change any of the items on the application. The suggestions should be communicated to Dr. Johari by the end of the day today.

5. Discussion: The committee members were interested in learning more about Dimdim.
   Action: Professor Aguilar will prepare and present a demonstration at our next meeting. A motion was made on this action, seconded, and approved.
6. The next meeting will be held on Friday, January 21, 2010 at 10:00am in Room 104 of the CETES.

7. Adjourn. The meeting was adjourned at 11:00 am.