Strategic Planning Committee (SPC)
Technology Working Group
Minutes
18 August 2014

Attendance: Kisha Tracy, Michael Leamy, Steve Swartz, Jason Simon, Charlie Roberts, Jane Fiske, Anthony Wilcox, Sherri Pittman

1. Timeline
   - August
     - Read relevant material
     - Begin prioritizing group charge
   - August-November
     - Gather relevant data
     - Hold hearings
     - Look for overlap with other working groups
     - Develop 2-4 key points
   - November 15
     - Draft of white paper to submit to SPC
   - December 1
     - SPC: first draft of strategic plan submitted to EPC
2. Reports
   - Kisha: in talking with Paul Weizer, it does not appear that looking at the department program reviews, as discussed in the last meeting, would be useful
   - Charlie: Financial Structure Work Group meeting
3. Online and distance learning
   - Mike Leamy
     - At present (end of Spring 2014): 2/3 are through GCE (not unique in MA state universities); 300 through day (started in 2007)
       - On average semester, c. 30 online offerings in day and c. 90 in GCE (40% of offerings); goes up in summer to 50-60% of offerings; 100% in winter
         - Why do we not offer more? Lack of potential enrollment? University/department choice?
         - Are most of those day offerings required courses, LA&S, and/or electives?
         - We have let it evolve without managing it
       - Can get all breakdowns over time if group needs them
       - Sub-committees of department chairs looked at strategic planning of distance learning: created definition, etc.
     - What is the systematic plan for the future number and types of online classes that the university will offer?
       - Needs to be one of Working Group's main questions
       - Recognized by NEASC by how well our process works (goes through department, deans, etc.)
       - Now have forensic nursing completely online: partnership between GCE and department (supply brings up demand)

- SPED program: meetings with students and faculty, etc., for two years to make sure it would meet needs; met with CIO for technical support; ended up including face-to-face Saturday requirements
- Need to ask if we want to expand offerings
  - What does it mean for our day program?
  - Students can currently take no more than two online courses in a semester
  - Blue collar students who need flexibility
- Have the possibilities of blended instruction been explored?
  - Always working on this, but it really depends upon what the department needs
- How do we want to brand our university?
  - Need information from wider university community
  - Do we want to serve those students who can only take online courses?
- Synchronous distance learning: "sharing" classes with other universities (i.e. nursing, languages, etc.)
- One of our open meetings in Fall will be dedicated to this topic and advertised widely
- We need to think about the types of support available, but what kinds of support do faculty need in order to be aware of what is available for online teaching?

4. Revisit and finalize the Group Charge
   - Are we being forward-thinking and strategic enough?
   - Defined three main priorities
     o Should we have a more systematic plan for the future number and types of online classes that the university will offer? What should that plan look like?
        - What brand do we want for the university (i.e. online courses/programs, distance learning, blended/hybrid, etc.)?
     o Define new and more effective metric mechanisms as well as methods of communication, especially taking into consideration what a "future student" will look like.
        - What instructional technologies are being used by faculty? Are faculty aware of current instructional technologies?
        - How much of the faculty feels that technology is fully integrated into their pedagogy?
        - How are faculty supported in considering pedagogical theories and applications of instructional technologies?
        - Is there a pattern of increasing demands for technology support from the academic programs of the University?
        - What information do we need to know about online and distance learning courses?
        - Is there more information we need about library services?
        - What technologies are students using/preferring to use/going to use?
     o What have been the funding sources (one-time capital investment, on-going additions to the operating account, etc.) for technology? Is the process of allegation of funding effective? Should there be a clearer method of prioritizing funding?

5. Responsibilities
   - Steve: Student Services WG meeting 8/20
   - Kisha: Academic Planning WG meeting 8/19
   - All: reading – Horizon report, IT strategic planning, general higher ed readings

- Collection of quotations: https://www.evernote.com/shard/s365/sh/069edb9e-1667-40be-9e05-d6ba39903630/6575c044ae63262c1a9046bcf4464f59

6. Future Meeting Times
   - Fall
     - Tuesdays, 3:30PM, Hammond 314
     - First meeting: 9/16
       - Define survey questions
       - Decide on open forum meetings concerning distance learning