

Teaching, Learning, and Technology (TLT) Committee

Meeting Date: Wednesday, Sept. 7, 2016

Time: 9-10am

Place: CAC 304

Present:

1. Stella Erbes (Chair)
2. Paul Stenis (Library)
3. Ty Pownall (Fine Arts)
4. David Lemley (Rel/Phil)
5. Don Hancock (Natural Science)
6. Carolyn Galantine (Business)
7. Gerry Flynn (Information Technology)
8. Chris Stivers (Communications)

Not Present:

1. Paul Jones (Social Science)

Notes

A. TLT Tips

1. **Courses Dropbox** – Stella shared how to turn on the Dropbox feature in Courses. [**Site Info** (orange button) in left navigation panel > **Edit Tools**]; **Dropbox** is a digital file folder where students can store their presentations, documents, and images. Once the faculty member logs into their Courses site, he/she can access all of the students' Dropbox folders so students do not have to log into their email accounts, etc. to access their presentations in class. Time saver! (*A brief video of this tip was made to share with faculty - https://youtu.be/m_XwamHoxAQ)
2. **Genius Scan App** – Free app available on iPhone and Android phones that allows you to scan documents and convert them to pdf. Scanned documents can then be emailed. An archive of your scanned documents is also stored in the app.

B. Introductions & Teaching, Learning, and Technology Representatives at Seaver College

1. There will be **no representative from ISL** on the TLT Committee.
2. The Director of Student Success (hired) will not be joining the committee; the **Director for the Center for Teaching & Learning** will be on the committee once they are hired.
3. Associate Dean Kendra Killpatrick would like to meet with the TLT Committee on **Wednesday, September 28 from 9-10** regarding the Center for Teaching & Learning.

- C. Committee Description & Goals
 - 1. **Mission:** To support faculty in developing effective instructional techniques that will enhance the learning experience for all students, while discussing and highlighting the integration of technology in the process.

- D. Updates on TLT topics at Seaver
 - 1. Teaching & Learning
 - a. **Director for Center of Teaching & Learning** - still in hiring process.
 - b. **Director of Student Success** – hired.
 - c. Library –
 - 1. **Study spaces for students** – 2 study rooms available in lower level of TAC 160; can be reserves online. Drescher Library is also available.
 - 2. Orientations to **digital databases** – librarians can come to classrooms.
 - 3. **3D printer** availability – contact Mary Ann Nauman (TAC 140); **poster printer** availability – contact Paul Stenis (TAC 140)
 - 2. Technology
 - a. **Gmail** conversion – Information and helpful video tutorials can be found at: <http://community.pepperdine.edu/it/emailupgrade.htm>
 - b. **Name Coach** software – pilot happening in fall
 - c. **Trainings** – presented in the summer and in small groups throughout the year by Tech Learn
 - d. **Conferences** – funding is available for faculty to attend tech conferences; Pepperdine Teaching and Learning Conference will take place in Fall 2017.
 - e. **Technology Grants** will be extended in Fall 2017.
 - f. **Lynda.com** is available for all faculty, students, and staff.
 - g. **E-portfolio – Digication:** The Dean’s Office offers workshops for e-portfolios for rank, tenure, and promotion.

- E. Ideas from Committee
 - 1. Many ideas about how to make the **Courses landing site** more appealing were shared.
 - 2. Suggestion was made to create a **TLT YouTube Channel**.
 - 3. Suggestion was made to send **emails to faculty** to share teaching tips.
 - 4. Suggestion was made to have a **goal for each semester for faculty** to adopt certain teaching, learning, and technology standards, such as uploading their syllabi on Courses.