Instructional Technology and Distance Education Committee
ITDEC
Minutes from January 9, 2015

Attendees: Denise Hyde, Heather DeGrande, Sue Elwood, Lauren Cifuentes, Seneca Holland, Rick Smith, Leslie Mills, Nicholas McMillan, Ed Evans

Guest: Sara Brown

1) Approve ITDEC minutes from December 12, 2014
   a. Rick Smith moved to approve the minutes.
   b. Denise Hyde seconded.
   c. Motion passed.

2) Library Report – Denise Hyde & Sara Brown
   a. Sara Brown – Promoting Texas digital library (TDL)
      i. TDL is an institutional repository that promotes open access, scholarship, and faculty and student work
         1. The primary content includes theses and dissertations, but is generally a place to showcase any work
            a. The library would like to see it used more within the classroom context
            b. Special collections is using the repository more
            c. The repository can hold audio files
            d. It is a great place to showcase what is unique to TAMU-CC
         2. Sara is improving and organizing the repository
      ii. Questions:
         1. How does a person submit to the repository?
            a. Contact Sara Brown
         2. Can anyone access the repository?
            a. Yes
         3. How can people access the repository?
            1. Tdl.org→services→repositories→hosted institutional repositories→*Texas A&M University-Corpus Christi – http://repositories.tdl.org/tamucc/
            2. Library plans to place a direct link to the repository on the library homepage – Need web tech committee to approve change
   b. Denise Hyde – Presenting over how the library supports online learners
      i. Research guides
         1. Always available
         2. Discipline specific guides available
3. The library can create customized course guides for faculty
   ii. Students can request materials
       1. Courier service available in state
       2. Library can mail materials to students 1st class
       3. Most of the time, library can get materials electronically to students
   iii. Under Help tab on library homepage, there is a distance learning support webpage
       1. Research help, getting started, finding materials, have a question, related links, etc.
   iv. Also under Help tab on library homepage, Ask a Librarian
       1. Email service
       2. 1st week of spring 2015 semester, the library is going to launch live chat service – LibChat
   v. Librarians can be embedded into select Bb courses
       1. Denise is currently the library liaison to CONHS & COE
          a. Denise establishes a library corner (discussion forum in Bb)
             i. Denise gets an email from students when students post
       2. Librarians have to be somewhat selective about where they embed
          a. Focus on courses that are research intensive
   vi. Denise has set-up impromptu WebEx sessions, and recorded WebEx sessions of orientations

3) Response to Report – Distance Ed
   a. The library is a great resource for students

4) ITDEC initiatives – Was decided that this item would be the agenda for the February 13, 2015 meeting
   a. Create a table including:
      i. Four or five major categories of course designations (face-to-face, web-enhanced, blended, fully online; see attached)
      ii. Definition of each course designation (see current definitions attached)
         1. Especially important to note if the designation is tied to online instruction in general, or use of Bb
      iii. Example of courses related to each course designation
   b. Construct a message for students and faculty explaining what they are getting per fee as related to course designation; what does each fee correlate to?
      i. In the message to students, share student support initiative