

**SUMMARY FOR TEACHING AND LEARNING PORTFOLIO MEETING**

**DATE: June 15, 2015**

**TIME: 10-11 a.m.**

**LOCATION: Marriott Library, Room 5201**

**IN ATTENDANCE:**

Rick Ash                      Martha Bradley                      Patrick Panos                      Wayne Samuelson  
Catherine Soehner                      Jon Thomas

**COMMITTEE SUPPORT:** Paul Burrows, Scott Sherman

**UNABLE TO ATTEND:**

Kirsten Butcher                      Jordan Gerton                      Pam Hardin                      Jesus Hernandez  
Stephen Hess                      Anthony Oyler                      Linda Ralston                      Fernando Rubio  
Jean Shipman                      Patrick Tripeny

**ALSO IN ATTENDANCE:**

Jeff Folsom, IT Supervisor, Eccles Health Sciences Library  
Robert White, IT director, Continuing Education

**AGENDA ITEMS DISCUSSED:**

- Welcome and review
- Governance changes
- Wrap-up review of Student Computing Fee awards process
- Establishing consistent metrics for determining lab utilization

**Welcome and review**

Martha Bradley reviews some of the action taken by the portfolio over the past year and thanks the group for their dedication to the process. The lessons learned will help with future decisions.

**Governance changes**

Jon Thomas talks about some of the proposed changes to IT governance, which are not expected to affect the Teaching & Learning Portfolio much, but will add additional voices to review decisions in the next level of governance. The process still requires changes in membership to be approved by a higher group. There will also be consideration for increasing representation in the process, which one member said would be welcomed. The discussion took a tangent to discuss PeopleSoft and where it sits in the governance process. Members noted that issues with PeopleSoft can have a significant effect on students' experience, and they requested a chance to discuss those in a future meeting.

**Wrap-up review of Student Computing Fee awards process**

Paul Burrows showed an example of the response each recipient of Student Computing Fees received. The document showed a breakdown of total allocations in general categories, a list of classrooms to be updated with the fees for the upcoming year, the amount of funding the recipient received, which projects were funded, and a historical overview of the entity’s allocations for the past 10 years. An executive summary was prepared for governance members to see all of the report information in one document. The group suggested the student fee committee should also receive a copy.

Next the group was asked about how to approach the recommendations for improvement made by the Learning Spaces Task Force. The group asked the task force to prioritize the recommendations and bring them back to the portfolio to consider in chunks throughout future meetings.

**Establishing consistent metrics for determining lab utilization**

Robert White, IT director for Continuing Education, was asked to present on how he tracks computer lab statistics. He said he has seen overall demand for walk-in labs decrease as computer, internet connection, and software costs have declined over the past decade. Many students are bringing their own device now. However, classes will use labs for a portion of instruction more often now, and online testing is also becoming a bigger driver.

He shared some successes and challenges to tracking lab use. The biggest problem is to determine “average” usage, as several factors can skew the average to make the metric less accurate. For instance, how do school breaks, holidays, and summer classes factor into the numbers? Should they be part of the average, even though they are known times where little or no usage occurs? He suggests finding common ground between the average usage and the average peak usage, which is a better measure of whether a lab is properly sized for the purpose. He uses a login script that lets him know when a uNID signs in or out of a machine, and that helps to get accurate stats on usage. He believes anecdotal evidence of usage is not a good way to gauge actual usage. If the portfolio were interested in finding a common way all labs could track usage in this way, he suggest speaking with the Capstone program in the School of Business. He also suggested determining a common definition for lab usage terminology so that all labs are being compared accurately. It will be added to a future agenda.

Action summary			
Action	Topic	Person/Group	Next step
Action item	Student Computing Fees	Paul Burrows	A copy of the executive summary should be made available to the student fee committee. Also, the recommendations of the Learning Spaces Task Force should be prioritized for the group to consider in the future.