

**Report of the ITPB Workgroup on Common Collaboration and Learning Environment (CCLE)
Summary of Recommendations in Priority Order
6/11/08**

As the operations and governance defined in CCLE implementation plan are put in place, the ITPB recommends that the following issues be addressed in the first 18 months. Items 1-4 can be addressed with the resources already provided for the CCLE and are the top priority recommendations of the workgroup. Item 5 could require additional resources and the workgroup considers this recommendation as lower priority, to be pursued by the CCLE S&PG only if the ITPB confirms its value.

1. Intellectual Property. Target: Library.

The CCLE Intellectual Property Advisor / Assistant, administered by the Library, should address the following priority tasks, working in concert with Campus Counsel and the Office of Intellectual Property.

- a. Coordinate training for faculty
- b. Educate students about their own copyrights
- c. Develop training modules, tools, and documentation that can be incorporated in Moodle.
- d. Enable faculty and students to take full advantage of content licensed by the Library
- e. Develop ongoing communication and outreach program for faculty
- f. Experiment with Smart Software to develop a knowledge base of academic community questions on copyright.
- g. Work with CCLE governance to identify the most urgent CCLE needs
- h. Develop a proposed set of copyright guidelines for UCLA faculty and students.

2. Assessment. Target: CCLE Standards and Practices Group (S&PG)

- a. Develop methods to implement Principle 4 from the CCLE Planning Team report: “The CCLE governance structure needs good information about faculty and student experience...from the oversight bodies (FCET, CCLE FOC, and the Deans), from faculty and student advisory groups, and from formal assessment...”
- b. The CCLE S&PG and the CCLE Coordinator should give an annual report of the CCLE to the ITPB, the FCET, and the Dean’s Council.

3. Relationship of the CCLE to the ITPB. Target: ITPB

- a. The current FCET chair should be considered as a possible member of the ITPB.
- b. The CCLE Coordinator and the current chair of the CCLE S&PG should attend ITPB meetings as resources, particularly when CCLE issues are on the agenda.

4. Classrooms. Target: CCLE Standards and Practices Group (S&PG)

Determine whether information technology capabilities in classrooms affect the implementation and adoption of the CCLE.

- a. Assess the impact of classroom facilities on the effective use of the CCLE for instruction.
- b. Develop a long range plan for providing IT capabilities in classrooms that provide faculty with a common experience and allow departments which support classrooms to share best practices and solutions.

5. Open Coursework. Target: CCLE Standards and Practices Group (S&PG)

Lay the groundwork for the CCLE to be a platform for a record of instruction at UCLA that could be made more widely available if desired.

- a. Establish retention guidelines for courses, consulting with faculty and other users.
- b. Establish access controls so that access to courses can be limited as needed.

Future of the ITPB Working Group on CCLE / Intellectual Property

For 2008/09, the ITPB should track progress through regular reports from the CCLE Coordinator and the chair of the CCLE S&PG. After the 2008/09 annual report, the ITPB may consider appointing a new ITPB Working Group for the next phase of the CCLE.