Agenda Item #1: Online Education Project (John Mamer/Jim Davis)

Online Education presents many course planning issues, and the campus needs to start thinking in this direction. The current projection for the UCLA Online Education Project is to have 30 courses by 2016 in Summer Session and 9 core courses in the academic year. The key driver for the project is not revenue, but addressing student needs and providing better quality of education. This issue is important because it has considerable downside risk.

UCOP’s plan to involve non-UC students becomes problematic because certain resources are only licensed to UC students, so non-UC students may not be able to access materials. From a support standpoint, UC needs to consider how we can provide the same type of help to both on-campus and off-campus students.

It is difficult to assess what UCLA’s priorities are because the needs of each area of campus are different. There should be a larger plan for the campus. UCLA should consider the budgetary constraints this may cause. The project should also find a mechanism to accurately track the usage of resources, since it is taking away from resources that could be used for other instructional enhancements. It was suggested that a subset of faculty who want to put effort into this process should be identified to provide input. The ITPB requested that outside resources, such as representatives from Undergraduate Council, could be brought in for further information and discussion.
If anyone has any comments on what other information or specific people should be brought to ITPB, please send them to Jerry Kang (kang@law.ucla.edu) and Jackie Reynolds (jackie@ucla.edu).

This topic will be brought to ITPB again for future discussions.

**Agenda Item #2: Approval of October 28, 2011 Meeting Summary**

The summary from the October 28, 2011 meeting was approved.

**Agenda Item #3: Policy on Online Voting & Vote on Policy 403 (Jerry Kang)**

This year, the ITPB will try to conduct online voting for non-complex issues in order to make the decision-making process more efficient and streamlined. In order to do this, there needs to be a policy set for how these online votes will be conducted. The new policy is that the Chair and Vice-Chair may decide to conduct an endorsement vote online. Members will receive electronic notice of the vote and have 2 weeks to respond. One of the voting options will include a request to bring the item to a future meeting for further discussion. A quorum is considered to be one more than half of the number of voting members. If a quorum is reached, then the result of the vote will be announced at the next meeting. If a quorum is not reached, the matter will be brought up at the beginning of the very next meeting for an expeditious vote.

Members stated that there needs to be a place for discussion, so a members-only listserv was set up: itpb-m@lists.ucla.edu. Also, there should be an amendment to the policy that states what goes in the subject line of the “voting request” emails. The subject line will always read “ACTION NEEDED:______.” The full policy can be found in the ITPB charter at: www.itpb.ucla.edu.

*Action Item: Motion passed to endorse the Online Voting Policy with minor amendments.*

The ITPB had attempted to conduct an online endorsement vote for Policy 403, but a quorum was not reached. Per the newly adopted voting policy, a vote is conducted at the meeting.

*Action Item: Motion passed to endorse Policy 403.*

**Agenda Item #4: Faculty Digital Presence (Jackie Reynolds)**

The idea for this project came from Jerry Kang, who formed a subgroup that worked with OIT to create templates for faculty webpages. The motivation for this project is that faculty do not have equal resources to establish an “online presence,” so OIT created three templates using OpenScholar that are available for faculty to “fill in the blanks” with their information (CVs, interests, specializations, etc.). This is considered a pilot project, so it is optional and meant for the “have nots.” This project is not meant to promise full-fledged services or staff support. Faculty are expected to be self-motivated to provide information and keep up the website
themselves. For those that are interested in participating in the pilot, please contact Jackie Reynolds (jackie@ucla.edu).

**Agenda Item #5: Wireless in the Classroom (Mark Bower)**

Students have raised the issue that they would like to be able to access wireless in general assignment classrooms, and some faculty also want access as part of their curriculum. There is no such policy to block WIFI in classrooms, and there are cost-effective ways of putting it in. The ITPB believes that there are both pros and cons of providing access to wireless in classrooms, so there should be options for the instructor to control access, such as being able to turn on/off the access point. This issue will need further review and discussion.

At this point, there is no systemic process in place to provide WIFI in classrooms, so IT Services will only respond to individual requests to install access points in classrooms.

**Agenda Item #6: Next meeting and adjournment (Jerry Kang)**

The next ITPB meeting is scheduled for February 2, 2012, 1pm-3pm, in 11360 YRL. The meeting was adjourned at 4:03 PM.