CIT Advisory Board Meeting Agenda ~ Nov. 28, 2006
Perkins Tower Room 201 (see directions below)

1. Review of minutes from Oct.31, 2006 [5 min.]

2. Wrap up of CIT grants discussion from last meeting [10 min.]
Lynne will bring summary of responses to questions sent by email after the last meeting.

3. Academic Tools review and future planning [35 min.]
Guests: Neal Caidin, Head of Applications Support in CIT

3A. Course Management System – Blackboard
* Brief history of the Bb system, including growth of use and support model
* What has been beneficial about having a widely-used course management system?
* What do people like about Blackboard?
* What has been the downside of a widely-used course management system? What do people not like about Blackboard?
* How can CIT best help faculty take advantage of the Blackboard tools relevant to their teaching? (awareness, skill, etc.)
* Interest in a pilot of ClearText for providing real time updates?

3B. Emerging Academic Tools at Duke
Review of other tools now available at Duke, such as DukeCast, DukeCapture, iTunesU, Elluminate, streaming media server, blog/wiki tools.
Discussion:
* Are most faculty aware of these tools? How are they being used? What do we see as the potential growth in use of these tools?
* What would promote or hinder further use of these and other emerging academic tools?

3C. Non-Duke emerging tools
* What kinds of non-Duke tools are instructors and students in your schools and departments exploring? E.g., GoogleDocs, Flickr, MySpace, others??
* What are the pros and cons of faculty using these off-site tools?
* How important is it that these tools be integrated with student information systems or with Blackboard or with other tools?

RELATED MATERIALS:
* CIT-update-28Aug06 (previously distributed, in wiki) – see section on Academic Tools 2005-06
* Blackboard report (previously distributed, in wiki)

Information on emerging academic tools at Duke:
*DukeCapture and classroom recording: http://www.oit.duke.edu/dms/dukecapture/
*DukeCast and podcasting: http://www.oit.duke.edu/dms/podcasting.html
*DukeStream and streaming media server:  
http://www.oit.duke.edu/dms/dukestream/index.html

* Elluminate and webconferencing: http://www.oit.duke.edu/dms/web_conferencing.html


Information on non-Duke emerging tools
* Google Docs and Google Spreadsheets: http://www.google.com/google-d-s/tour1.html
* Flickr: http://www.flickr.com/
* MySpace: http://www.myspace.com/

5. Meetings for Spring 2007 semester [5 min.]
Can we continue meeting the 4th Tuesday of each month from 4 – 5pm? If so, our meetings would be 4-5 pm on:
January 30, 2007
February 27, 2007
March 27, 2007
April 24, 2007

6. Upcoming agenda topics:
A. Information sharing about instructional technology activities from each CIT Advisory Board representative’s area
B. CIT evaluation activities – What kinds of information would the group like to have about CIT-supported instructional technology activities? [Jan. meeting]
C. CIT website to be revamped with more interactive and customized features for faculty this fall – will want your input on changes [January meeting]
D. University strategic plan and instructional technology [February meeting]
   - Review key points of report from working group on instructional technology
   - Discussion: What should be top priorities for action items?
E. Other items?

Directions to Tower Room 201 – Come in the entrance to Perkins that is under the connector between Perkins and Bostock. Take the elevator to the 2nd floor. Turn left, go through the double doors and turn left again. The Tower Room is on your left near the windows.