

*Advanced Learning Center
Fiscal Year Report 03-04*

The Advanced Learning Center's mission is to provide the necessary personnel, infrastructure, and faculty support programs to facilitate a long-term, campus-wide effort that encourages deep learning and the effective application of advanced technology tools and methodologies.

Accomplishing these tasks can not be measured in numbers alone. As a unit, we resolved to act as consultants to the university community in our specific roles to serve the campus and promote the unit's mission. With that goal in mind the members of our unit have been able to accomplish the following during this past 2003-2004 fiscal year:

Training & Program Development

- Facilitated a number of classes for faculty and their students in technology integration including (but not limited to):
 - Sociology
 - Biology
 - Public Administration
 - Adult Student Services
 - Library Staff
 - Geology
 - Human Resources
 - Music Education
 - Leadership/HIAD
 - Graduate School (i.e. GTA workshops)
 - African Studies/Sociology
 - Benjamin Hooks Institute
 - Student Affairs (Conference)
- Designed and implemented the Technology Enhanced Curriculum (TEC) Thursday programs where ALC staff consulted with and trained faculty, staff and students on digital video and editing software. We also assisted in acquiring these assets and developed procedures for conducting rich media training
- Designed and implemented the Technology Fellowship Program where ten faculty fellows were selected to work with the ALC for one year on the effective design of instruction with the enhancement of technology
- Researched, planned and trained on EmbARK for the digital image library project with preliminary pilot work with the Art History Department
- Created learning materials and facilitated the RODP helpdesk training and support for WebCT
- Assisted with the RODP program as it relates to:
 - Mentoring faculty in creating and teaching online components of academic courses
 - Serving as TBR faculty trainers for RODP program
- Provided and assisted in Open Forum training sessions where faculty, students and staff enhanced their technology skills
- Consulted with the library staff on WebCT/ACAD project

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- Provided assistance with the learning and developing of the QuickPlace collaborative software for the campus
- Facilitated extensive training and support for faculty during scheduled training sessions, departmental meetings, etc. on UMDrive's file sharing tool
- Offered training and support for Virtual University for faculty and students
- Provided training, support, and assisted in administrative duties for Respondus tool, which is used primarily with WebCT
- Supported faculty in use of emerging technologies for learning and research, such as WebCT, Respondus, Wimba, MERLOT, UMdrive, and QuickPlace
- Assisted faculty in researching use of audio conferencing in the classroom
- Assisted faculty in compliance with ADA accessibility standards
- Consulted faculty and academic leadership in effective instructional design strategies
- Helped launch and served on UofM Distant Meetings Taskforce to enhance use of audio/video conferencing on campus
- Researched and acquired new technologies for ALC to improve learning and research at UofM

FIT & Campus Support

- Improved the ALC website for easier navigation
- Migrated WebCT 3.6 to 4.1 with CSS
- Managed and coordinated classroom management for FIT including
 - FIT classrooms
 - Laptops and desktops as well as other audio-visual needs
 - Faculty software and equipment requests
 - Class schedules for Spring 2004 academic classes
 - Coordination of the hiring process for ALC's student workers and/or GAs (graduate assistants)
- Set up the Polycom CopyCam with web interface to access meeting notes captured in the ALC Learning Lab

ALC Programs & Initiatives

- Participated on the committee for the Distinguished Teaching Award and created and worked with CSS for online nominations
- Created and maintained new accounts in Element K for users to access technology training online
 - The following numbers account for the usage of Element K for the 2003 – 2004 fiscal year:
 - 523 Faculty, Staff and Students participated in Element K this fiscal year
 - 1460 online courses were accessed from this group
 - 216 online courses were taken to completion from this group
 - This group spent over 2300 hours accessing Element K self-paced materials

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- Created the TechposiUM website and information packets as well as supported the event by assisting with webcasting, video conferencing and presenting on curriculum technology initiatives
- Provided support for the Tech-X event by presenting and assisting with faculty and event set up
- Assisted with the FIT grand opening by working with various faculty members on their portal presentations (GIS, CMA, Physics, Bio Surfaces)
- Provided various departmental tours of FIT and gave an introduction of the services provided by the ALC
- Reviewed and discussed proposals submitted for ALC funded projects such as the
 - GA's for Fitness Program
 - Innovation to Learning In Excellence (IEL) program
 - Technology Fellowship Program (TFP) program
- Participated on committees and teams that benefit and promote the use of information technology as well as:
 - review TAF Grant Proposals,
 - consult on lab and other learning environment improvements
 - assist in monitoring budgetary expenses on technologies
 - ITAAC
 - Assistive Technologies Committee
 - Center for Multimedia Arts
 - TigerLAN Team
 - Web Team
 - HelpDesk Team

WebCT

- Performed administrative duties, created new courses, trained, and provided support including, uploading course materials and populating classes for WebCT Course Management System. [Time at the beginning of each academic semester is almost exclusively spent on administrative duties for WebCT users: faculty, staff, and student support.]

HouseCalls/Faculty Resource Center

- Provided general faculty support via means of housecalls, checking out equipment, meeting and consulting in the FRC and phone “helpdesk”-type support. [Most support issues are tracked through ARS personal calendar entries, or phone logs.]
 - Maintained and monitored the amount of usage for the FRC equipment:
 - High end laptops (3 Dell laptops) were checked out for a total of 468 days
 - Sanyo Still Camera was checked out for a total of 76 days
 - Canon DV Camera was checked out for a total of 76 days
 - All other FRC equipment (low end laptops, overhead projectors, etc.) were checked out for a total of 290 days

ALC Seminars & Presentations

- Attended NLII seminars on such topics as

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- Virtual Community of Practice (VCOP) – which has been incorporated into the Technology Fellowship Program (TFP) and will involve training and support of the iCohere collaboration tool for our TFP selected fellows
- New Learning Ecosystems
- Building A Culture for Transformative Assessment
- Presented effective learning strategies at higher education conferences such as NLIJ Annual Meeting and Biennial Conference on Chemical Education