
REGRETS/ABSENT:  C. Butz, A. Buehler, G. van der Ven

The meeting was called to order at 11 a.m. P. Sinclair was welcomed and introduced to the group.

1. Approval of the Agenda
   
   MOTION:  R. Kleer/W. Garreck - That the Agenda be approved as circulated. All in favour. CARRIED

2. Approval of the Minutes of the Meeting of September 29, 2015
   
   MOTION:  D. Stilling/G. Bawden - That the Minutes be approved as circulated. All in favour. CARRIED

3. Business Arising from the Minutes
   
   None.

4. Items for Discussion
   
   4.1 Next step(s) for instructional technology surveys
   
   • Since the survey was inconclusive, it was suggested to poll other institutions across Canada. See 4.2 for more details regarding this.
   
   • A report of the survey results was requested. G. Bawden will provide this for the group.
   
   • In general, there were three areas that stood out where we as an institution can improve:
     
     o Web Conferencing
     
     o Collaboration Platform
     
     o Video Streaming
   
   • Next Steps: to draft a plan that addresses one of the key areas that includes costs, support, etc. to this group and once it is approved, it can be presented to Deans Council and if they are in support, then it can be presented to the Faculty Councils.
   
   • It was decided that focus groups would still be beneficial to obtain results geared towards one of the areas mentioned above.

   4.2 Canadian universities instructional technology survey
   
   • It was agreed that it would be valuable to know what other institutions are using for collaborative software, web conferencing and video streaming. G. Bawden has done cross Canada surveys in the past. G. Bawden and T. Cunningham are to present a draft survey at the next meeting.
   
   • Once we learn what others are using and why they are using a particular platform, this could help direct what platforms would be beneficial for U of R.

5. Other Business
   
   None.

6. Next Meeting:
   
   The next meeting will be a joint meeting with TLAG on December 8, 2015, at 1:00 p.m.
7. Adjournment

D. Stilling called the meeting to adjourn at 11:52 a.m.

[Signature]

Stephen Cheng
Chair