## Teaching, Learning & Technology Roundtable

**Introduction**

Established in 1995, the Teaching, Learning and Technology (TLT) Roundtable is composed of representatives from academic and administrative areas of the University. Sponsored by the Office of the Provost and the Department of Information Technology, the TLT Roundtable consists of a diverse group of faculty, administrators and students who, on behalf of the University, meet and discuss issues and topics related to instructional technology. The TLT Roundtable serves a crucial role in IT governance, providing guidance on the appropriate and effective use of instructional technology at the University. The Roundtable is comprised of action teams (subcommittees) which meet regularly to discuss institutional issues related to teaching, learning, and technology. The TLT Roundtable makes recommendations regarding instructional technology in support of the University's overall goals with input from stakeholders such as the Faculty Senate, Academic Affairs, Student Affairs, Department of Information Technology, Student Government and other key organizations or groups.

**History**

The TLT Roundtable was introduced by the American Association of Higher Education (AAHE) in 1995 as their recommended advisory structure for instructional technology. In 1996 Seton Hall University became one of the first campuses to adopt a TLT Roundtable. Since the AAHE disbanded, the TLT Group (tltgroup.org) has been the organization that supports TLT Roundtables. As one of the early pilot groups, Seton Hall has one of the longest continually active TLT Roundtables. In the past Seton Hall’s TLT Roundtable has made significant contributions to how technology is used and managed at the University, including the adoption of Microsoft Office in 1998, the launch of the Curriculum Development Initiative in 1999, the adoption of Blackboard Learn in 2001, the adoption of Tablet/PC hybrid computers in 2004, and the adoption of Microsoft Exchange email in 2009.

**Provost’s Charge to the TLTR**

On behalf of the University, and in the interests of enlightened use of technology for teaching and learning, we place before the Seton Hall University Teaching, Learning and Technology Roundtable the following charge:

* To serve as a forum and meeting place for discussion of institutional issues related to teaching, learning, and technology
* To create action teams to achieve essential short term goals deemed necessary by the Executive Committee of the TLT Roundtable, and by their constituencies, advancing to the cabinet recommendations as they emerge from these teams
* To provide a forum for discussion and recommendations to enhance the long-range technology goals through representative participation by various stakeholders such as the faculty, students, Faculty Senate, Academic Affairs, Student Affairs, Department of Information Technology, and other key organizations or groups.
* To communicate regularly with all segments of the campus on the TLT Roundtable's activities and progress
* To stay informed of national trends in technology integration in higher education and introduce these trends to the University community.

**Executive Committee**

The charge to the executive committee of the TLT Roundtable is to set the agenda for the academic year for the full TLT Roundtable; to prioritize issues that will be addressed in the academic year; to advise and provide feedback on IT policy and practice; to set themes for technology funding for internal grants and propose a process for the selection of funded projects; and, to advise and provide recommendations on the University’s Mobile Computing Program.

The executive committee of the TLT Roundtable will be chaired by both the Sr. Associate Provost (Chair) and the University’s CIO (Co-Chair). Other members of the executive committee will include: the dean of the College of Arts & Sciences, the dean of University Libraries, the dean of Continuing Education & Professional Studies, the Chair of the Faculty Senate (or designee), the Chair of the Faculty Senate IT Committee (or designee), the director of the Teaching, Learning and Technology Center, the President of the SGA (or designee), and others deans, faculty and academic administrators as appointed by the Provost.

Members of the Executive Committee for 2012/13 are:

Dr. Joan Guetti, Senior Associate Provost - Chair  
Dr. Stephen Landry, Chief Information Officer – Co-Chair  
Dr. David Beneteau, Chair, Faculty Senate  
Dr. Gregory Burton, Associate Provost and Dean for Research and Graduate Studies  
Dr. John Buschman, Dean, University Libraries  
Paul Fisher, Director, Teaching, Learning and Technology Center  
Dr. Tracy Gottlieb, VP for Student Services and Dean of Freshmen Studies  
Dr. Phyllis Hansel, Dean, College of Nursing  
Dr. Nancy Low-Hogan, Dean, Continuing and Professional Studies  
Dr. Grace May, Dean, College of Education and Human Services  
Dr. John Menzies, School of Diplomacy and International Relations  
Dr. Brian Shulman, School of Health and Medical Sciences  
Dr. Joyce Strawser, Dean, School of Business  
Dr. Bert Wachsmuth, Chair, Faculty Senate IT Committee  
Dr. Michael Zavada, Dean, College of Arts and Sciences

**Schedule**

The Executive Committee will convene monthly. The full TLT Roundtable will hold an annual kick-off in October with follow-up meetings in December, February and April. Working groups will convene on their own schedule with the frequency to complete the tasks charged with by the Executive committee and will report their progress at the full TLT Roundtable meetings.

### TLTR Subcommittees and Membership

Whenever possible, an action team is Chaired by a Dean and Co-Chaired by a faculty member or administrator. The 2012/13 action teams are proposed as follows:

#### Mobile Computing

**Chairs**: Joan Guetti & Stephen Landry  
**Objective**: Investigate and recommend long range strategy for Mobile Computing. Review hardware and software specifications and participate in the development of policy and changes to current practices.

#### Graduate Student Technology Support

**Chairs**: Joyce Strawser & Paul Fisher  
**Objective:** Investigate how the University can better support graduate students in their use of and access to technology.

#### Faculty Development & Best Practices

**Chairs**: Mitra Shojania-Feizabadi & Grace May  
**Objective**: Identify and schedule a monthly “best practices in teaching” luncheon to provide opportunities for discussion and demonstration of good practices in teaching learning from faculty on the campus.

#### Emerging Technologies:

**Chairs**: Brian Shulman & Bert Wachsmuth  
**Objective**: Identify new and emerging technologies and investigate their usefulness in teaching and research. Make recommendations to the TLTR Steering Committee for pilot projects that may enhance the teaching and learning experience.

#### Copyright Committee:

**Chairs**: John Buschman & Lisa Rose-Wiles  
**Objective**: Continue the development of an institutional copyright policy and educate the University community on issues of copyright, TEACH and the DMCA.

#### Online Learning Committee:

**Chairs:** Michael Zavada & Nancy Low-Hogan  
**Objective:** Identify and recommend institutional polices and practice on developing, delivering and supporting online courses, programs and/or degrees.

**Outreach & Research Committee:**

**Chairs:** Greg Burton & Librarian to be named  
**Objective:** Work with faculty who have participated in innovative technology projects and help to identify research and publication opportunities for their work.

**Assistive Technology Committee:**

**Chairs:** Karen Van Norman & Danielle Mirliss  
**Objective:** Work on addressing issues and gaps in technology support for students with disabilities identified by the recent ADA Program Review conducted by the Division of Student Services.