

Communications Brainstorming

 Also discussed during [06-23-10 Conference Call](#) and [07-07-10 Conference Call](#)

T&L Communications Planning and Priorities

Proposed T&L Communication Priorities for July - September, 2010

Priority One: Support the communications needs of the sub-groups that emerged from the Denver conference

1. Communicate T&L structure and process to community
 - Create 2010 calendar (See below)
 - Send announcement to lists about dates and process
 - Create blog post with structure, leader contacts, and engagement opportunities
 - Send message to all Sakai Foundation members head of Center for Faculty Development or appropriate title (Requires list creation)
2. Support communication needs for the groups
 - Capture and publish notes from monthly meeting
 - Publicize quarterly meetings
 - Capture and publish outcomes from quarterly meetings
 - Assist in identifying resources and approach to support collaboration and communications efforts

Priority Two: Improve connections between Sakai T&L community and Educause

1. Facilitate T&L gathering at Educause
2. Assist in developing community presentation submissions for ELI conference

Priority Three: Initiate communications about Teaching with Sakai Innovation Award

1. What is the award?
2. How can you win?
3. Why should you want to win?

Proposed Calendar for T&L Meetings

Note: Sub-group meetings will take place during weeks noted, but each group meets on a different day. See group pages for actual meeting times.

Month	Sub-group Meetings	Monthly Full Group Meetings	Quarterly Community Meetings	Comments
August	4, 18, 25	11		
September	1, 15, 22, 29	8 (prep for quarterly)	9	
October	6, 20, 27	13		Monthly meeting at Educause?
November	3, 17, 24	10 (prep for quarterly)	11	
December	1, 15, 22	8		Skip 12/29 meetings?

Brainstorming from Sakai 2010 Conference

How can the Foundation help with communicating:

1. Disseminating the work of the T&L group in Sakai

- yes please
- Use the following twitter hashtag: **#sakaitl** *or #SakaiTL*
- Suggestion: create sub-groups around topics that are relevant to faculty or IT folks - this session, as an example, seemed to be split between the two where my guess is that for many participants only 1/2 the talks were directly relevant / within their purvue
- Suggestion: develop more participation with EDUCAUSE Learning Initiative (ELI). Here's the current call for the 2011 conference: <http://net.educause.edu/Program/1025897>
- If subgroups are formed (e.g., DL) how do we keep the T&L community at large in the loop on what's happening in those subgroups? How does T&L both broaden participation and address special interest areas at the same time? Can we? BOF model with reporting back to the larger group on weekly calls?
- Suggestion for managing communications within the Sakai community:

- Reserve the pedagogy list for communications intended for the entire Sakai T&L community (e.g., reports and summaries of work accomplished; calls for participation or feedback, etc.)
- Establish a separate mailing list (or Sakai site or Google group) for facilitating communication within a subgroup to minimize the noise on the main list
- Let each subgroup determine its preferred times, frequency, and medium for meetings. Post schedule and instructions for participating in confluence.
- Conduct a community-wide T&L meeting once a month (or every two months) for status updates and as an opportunity for brainstorming and feedback
- Send out a monthly update to the T&L list with a high-level summary of activities and accomplishments.

2. Broadening T&L participation and leadership with staff from new institutions

- Currently, we hold a weekly conference call.
- We are currently time-zone bound, and we would like broader international participation.
 - Maybe some increased communication or other methods for those who cannot attend Wed calls but want to participate.
 - Maybe record and podcast call.
 - See suggestion under item 1 above. Limit the community-wide call to once a month or so and let volunteers for specific initiatives/areas of focus determine their preferred meeting schedule, medium, etc.
- Mentoring program maybe for newbies? Newbie connected with old folk.
 - Maybe a list of volunteers for who can be contacted for what type of information
 - Profiles and keywords
- Summary of conference calls
 - Bullet points, then full text - Form style to notes of meeting and emails??
 - Consistency of format
 - Maybe monthly
- Mass mailing to directors of teaching and instructional technology centers at Sakai partner institutions providing a high-level overview of our work and information on how to get involved. Should we also try to reach out to institutions that are users, but not dues paying partners?
- Challenge each active member of the T&L group to enlist at least one colleague on their campus to work on Sakai T&L initiatives.

3. Better sharing of community T&L on your own campus

- Regular webinars, from real instructors? Broadcast monthly or quarterly, for campus Sakai staff to show to faculty, or invite faculty to view on their own.
- Broader distribution of the TWSIA winners, perhaps in conjunction with the above. Some recording already done in interview [from TWSIA meeting]. Also consider TWSIA entries on OpenEdPractices site as raw material for showcases on SakaiProject.org

Communications Subgroup

If you are interested in working in this area over the next 6-12 months, please add your name to this list below:

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