D2L   Team Meeting

Date: 11-13-06   **Time**:   12:00
Location: EGF- 306B, TRF - 601

Chair: Karleen Delorme   **Recorder**:   Holly Deschene
Members Present: Karleen Delorme, Holly Deschene, Stacey Hron, Aliza Olson, Sherry Lindquist, Jeff Thomas, Mike Normandin, Terry Wiseth

Members Absent:

Guests:

Team Minutes

| **Agenda item #1:** | Presentation of Technology Structure | **Presenter:** | Stacey Hron |

Discussion:
4 teams will make up the College Technology Committee for FY07.
Guiding Principles outlined.
Review of FY06 Structure
Overview of FY07 Structure, including team purposes and membership
Team Chair and Recorder were Assigned to IT staff.
Team will review the FY07 Action Plan created in FY06. Jeff and Chad will present in January a summary to the college-wide technology committee.

Conclusions:
Jeff Thomas was elected to represent team at College-wide technology meeting with Karleen Delorme as the Chair.
All meeting Minutes and information are posted in Virtual Office.

Action items	Person responsible:	Deadline:
✓ Next Meeting December 4th at 12:00. Future meetings will be first Monday of the month, except January will be 22nd. Chair will send meeting reminders.	Karleen Delorme	December
✓ Review FY07 Action Plan.	Team	December
✓ Present a summary and progress of the FY07 Action Plan to the college-wide technology committee	Karleen and Jeff	January
✓		

| **Agenda item #2:** | Review of FY06 Priorities | **Presenter:** | Stacey Hron |

Discussion: All items listed on the Priority sheet have been completed or are in progress

Conclusions:

Action items	Person responsible:	Deadline:
✓ Can we get rid of faculty folders in EGF? Sherry will send an e-mail to faculty asking who is using faculty folders for student in and out boxes. She will provide this information to Mike before the next meeting.	Sherry Lindquist	December 4
✓ Get ideas and pricing on Modular furniture for a classroom in EGF.	Stacey Hron	December 22.

Need to submit budget request online before December 22.

✓	Get pricing on Adobe Pro. Bring to next meeting to discuss the need and budget for additional licensing	Holly	December 4th
✓	Separate Roseau schedule from TRF schedule.	Stacey will bring to Webmaster	

Other Information

Resources: Meeting conducted via video conference.

Special notes: Add Dorinda Sorvig to membership