

Date: 2/23/06
Location: EGF-306b TRF- 545 Polycom

Time: 11:00

Chair: Karleen Delorme
Recorder: Holly Deschene
Members Present: Karleen Delorme, Holly Deschene, Beth McMahon, Sherry Lindquist, Stacey Hron, Cheryl Byrne

Members Absent: Aliza Olson, Kristina Keller, Jeff Thomas, Kathy Huschule, Julie Grabanski, Mike Normandin, Carolyn Weber

Team Minutes

Agenda item: Review Draft Action Plan

Presenter: Karleen

Need to get a D2L orientation course created.

Discussion: Sherry brought up the idea of students being participants on the D2L committee.
Lots of discussion about Faculty Show-casing D2L courses. Offering food or door prizes

Conclusions: Need to have a group of committee members to work on putting this together. Need to contact other colleges to see what they are doing.
Need to create Viewlets for the Student D2L manual. Mini movies to demonstrate key pieces of D2L.
Training sessions will be offered to students with the possibility of being required for class credit that will be set up at the beginning of the semester.

Action items

- ✓ Contact Perham about their Online Orientation course
- ✓ Create Camtasia videos about the Student handbook
- ✓ Hold Student Training sessions that will be required by instructors.
- ✓ Create Quick Start guide for faculty for D2L

Person responsible

Karleen
Karleen, Holly,
Sherry(beta tester)
Holly, Karleen
Holly, Karleen, Aliza,
Sherry

Deadline

Fall 07

Agenda item: Faculty Support Center

Presenter: Karleen

Discussion:

Conclusions:

Action items

Person responsible

Deadline

- ✓
- ✓
- ✓
- ✓

Agenda item: Committee meeting Dates

Presenter: Karleen

Discussion:

Conclusions:

Action items

Person responsible

Deadline

- ✓
- ✓
- ✓
- ✓

Agenda item:

Presenter:

Discussion:

Conclusions:

Action items

Person responsible

Deadline

- ✓
- ✓
- ✓
- ✓

Other Information

Guests:

Resources:

Special notes: