

**Date:** March 23, 2006  
**Location:** TRF-545 EGF-306B Polycomm

**Time:** 11:00

**Chair:** Karleen Delorme      **Recorder:** Holly Deschene  
**Members Present:** Holly Deschene, Karleen Delorme, Sherry Lindquist, Robert Hunter (student), Cheryl Byrne, Stacey Hron

**Members Absent:** Beth McMahon, Aliza Olson, Kristina Keller, Jeff Thomas, Kathy Huschle, Julie Grabanski, Mike Normandin, Carolyn Weber

### ***Team Minutes***

**Agenda item:** Student Evaluation and Faculty survey in D2L      **Presenter:** Karleen Delorme

It is anonymous and currently being tested in D2L. If we want surveys to do any good, the results must be turned around quickly to instructors in order to make a difference.

There was some discussion to give away floppy disks as an incentive to have students who have already filled out the paper pencil surveys to do an additional online survey.

**Discussion:** The EGF bookstore has floppy disks available that they are not going to be able to move.  
Discussion about weather or not students would fill it out. Stacey mentioned and Cheryl agreed that maybe making the survey required to receive final grades would be a good idea.  
Neither campus really has the personnel power to do it the old Scantron way.  
Robert suggested to have like a week where computers are available and instructors could bring their students down to do the survey and then return to class.

**Conclusions:** This sounds like a good idea. Consideration must be made for the fact that TRF instructors will need to request the laptop cart or computer lab to conduct the survey.  
Quick turn around time is essential for college improvement.

**Action items**

✓ Continue evaluating the survey

✓

✓

✓

**Person responsible**

Volunteer faculty on both campuses

**Deadline**

Spring Semester

**Agenda item:** D2L Pager      **Presenter:** Holly Deschene

**Discussion:** There has been some trouble with the pager. Request was made to remove the pager document off the log in page.

**Conclusions:** The pager document will be removed.

**Action items**

**Person responsible**

**Deadline**

- ✓

Remove the pager document

Karleen Delorme

asap
- ✓
- ✓
- ✓

Agenda item:

Discussion:

Presenter:

Conclusions:

Action items	Person responsible	Deadline
✓		
✓		
✓		
✓		

Agenda item:

Discussion:

Presenter:

Conclusions:

Action items	Person responsible	Deadline
✓		
✓		
✓		
✓		

Other Information

Guests:

**Resources:**

**Special notes:**