ANGEL Team Minutes

Team Name	Communications				
Date	17 July 2008	Starting Time	3:00 p.m.	Ending Time	4:45 p.m.
Location	Conference Room B&I Campus			Recorder	Becky Easton
Members Present	Linda Reed, Leslie Priest, Jill Gibson, Becky Easton				
Member Absent	Norma Campbell, Kim McGowan				
Visitors	Patsy Lemaster, Lou Ann Seabourn, Claudie Biggers				

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
Internal Communication: Meeting minutes		The Communications team will ask all teams to post minutes in the LMS Conversion committee in myAC no later than three days after the meetings.
Internal Communication: Mechanism for issues and suggestions	If anyone has an issue that he or she does not want to be associated with by name, that person can submit the concern to the team leader.	Issues and suggestions can be submitted and discussed on the discussion board in the LMS Conversion committee in myAC.
		Becky will periodically send an email in GroupWise that we have a discussion board for LMS Conversion issues and suggestions.
		The committee will award a "Random Act of Chocolate" to reward either a particularly good posting on the discussion board or a random posting to reward the good exchange of ideas. Lou Ann will see about buying the chocolate.
Internal Communication: Communication between leads	Bi-weekly meetings of the subteam leaders	
Encourage Faculty and Student Adoption: Town hall meetings	General Assembly might be a good time for a formal rollout. We could use an Angel-themed song, someone in a badger costume, men in angel wings, and a brief video presentation. The dates for the change and "what they mean for you" should be included. If possible, a longer presentation could be made at the Beginning-of-the-Year Faculty Meeting.	Lou Ann will check with Dr. Matney about the possibility of having a short presentation. If Dr. Matney agrees, Jill will work on fleshing out the presentation, assisted by the other team members.

	Other town meetings might be more fun if they were nonalcoholic "happy hours" on each campus, except perhaps the East Campus, whose instructors do not teach much online—if at all. Thursdays, 3:00 to 5:00 in the Private Dining Room, might be a good time and place for the meetings on the WSC. We could serve mocktails have a theme, and announce the topic for the day. Then, we could informally discuss the topic around tables. Another option in place of town meetings is a "bring-your-own-beef" night, with the topic and informal discussion as the focuses. After the LMS implementation is complete, the Faculty Senate might want to take over the happy hours as a point of discussion for its current topics.	When the time nears, we should contact Monique Dupuis and the Faculty Development Committee for help in planning and putting happy hours into action.
	Another substitution for town meetings could be the use of E-pods for training in Angel's optional features not covered in the basic faculty training.	The subteam will revisit this topic in the future.
Encourage Faculty and Student Adoption: Teleconferences	The committee did not see a role for teleconferencing at this point, but will revisit it if the need arises.	
Encourage Faculty and Student Adoption: Email	Content for the newsletter could come from the minutes from each of the subteams. The August newsletter should explain the subteams, give the contact information for the subteam leaders, and provide information about the training. FAQs should continue to appear in the Techno Geek article.	The monthly emailed newsletters, written by Claudie, should continue on a monthly basis. Claudie asked that the subteam members submit articles, too.
Encourage Faculty and Student Adoption: Announcements	Students should be notified of Angel's student orientation feature, of the dates for the conversion, and of how students are trained. This information should not be managed by the sub-team rather than by the Ranger.	The subteam will revisit this topic in the future.

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Encourage Faculty and Student Adoption: Web presence	The committee believes that the LMS Conversion should have a place on the web to promote the new system. This space should contain FAQs available to all faculty, staff, and administration. It can also be opened to students at the appropriate time.	The subteam will revisit this topic in the future.
Possible Promotions	Audiences: faculty, students, community, media • Jump drives with preloaded training documents. The bracelet versions may cost $2-3 apiece. • Tee shirts • Calendars featuring the "Men of Angel" • Teasers, such as "Do you know an angel?" and "Do you have your wings yet?"	The subteam will revisit this topic in the future.
Continuous Improvement Feedback		The subteam will revisit this topic in the future.