

ANGEL Team Minutes

Team Name	Communications				
Date	31 July 2008	Starting Time	3:00 P.M.	Ending Time	4:45 P.M.
Location	Resource Room B&I Polk Street			Recorder	Linda Reed
Members Present	Linda Reed, Kim McGowen, Jill Gibson, Becky Easton, Norma Campbell				
Member Absent	Leslie Priest, Mindy Graham				
Visitors	Terry Kleffman, Patsy Lemaster, Claudie Biggers				

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
Internal Communication: Meeting Minutes		July 17 minutes were approved
Discussion Board in MyAC	1. LMS Conversion Portal Site	1. Use Portal as communication tool with faculty, students, and community. Claudie will add committee members to administration of the LMS portal.
General Assembly	1. Jill presented LMS Conversion Promotions Plan Proposal 2. What is our Message? 3. How to deliver message - Have a Badger interrupt Dr. Matney – have Dr. Matney read message 4. Name of online system?	1. Jill asked Committee to review proposal and send any suggestions to her. 2. Build confidence, promote positive attitude, encourage buy-in, create sense of transparency, introduce new system 3. Jill will submit idea to Dr. Matney for approval. If approved, Jill will wear Badger costume and committee will write up script containing main points on conversion. 4. Names: BadgerWeb, Badger Online, AConline, EBadger – Norma will present names at College Relations staff meeting on

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	<p>5. Need Website –where employees can go to receive information concerning LMS conversion That is not open to public</p>	<p>Tuesday – then will forward suggestions from Communication Committee and College Relations to Policy Committee. The Policy Committee will make the final decision. Name must be selected prior to General Assembly.</p> <p>5. Terry stated can be put on LMS Conversion Team’s club spot in myAC and be password protected. Responsible person for: Becky Eason.</p>
Faculty Meeting	<p>1. Jill developed scripts for several short vignettes highlighting the conversion in a humorous manner.</p> <ul style="list-style-type: none"> • Who will be in video • Script • How to deliver 	<p>1. Sam Schwarzlose will play Angel</p> <p>2. Jill or Claudie will ask David Hernandez to be WEBCT – backup – Robert Boyd</p> <p>3. Jill asked all committee members to review scripts - send any revisions to her by August 6</p> <p>4. Will show videos at Faculty meeting and several times during the build up to conversion.</p> <p>5. Will put videos on LMS Portal site</p>
Promotional Cost	<p>1. Jill developed cost estimates for LMS promotion</p>	<p>1. Angel wings - \$15</p> <p>2. Flash drives - \$2,000 – Norma will get prices at different sizes and bring to next committee meeting</p> <p>3. Happy Hour costs – Open POD will pick up this expense</p>
Newsletter	<p>1. Monthly newsletter</p>	<p>1. Claudie will continue to do newsletter – however, communication committee will submit articles and possible topics.</p>
Prior Approval	<p>1. Do we need College Relations prior approval for any of the promotions?</p>	<p>1. Norman said we should be ok with plans. Communication committee will keep College Relations informed of all promotional plans.</p>

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Next Meeting	Thursday, August 14 – Resource Room at B&I 3:00 P.M.	
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