

ANGEL Team Minutes

Team Name	Communications				
Date	14 August 2008	Starting Time	3:00 P.M.	Ending Time	4:45 P.M.
Location	Conference Room B&I Polk Street			Recorder	Linda Reed
Members Present	Linda Reed, Kim McGowan, Jill Gibson, Becky Easton, Norma Campbell				
Member Absent	Leslie Priest, Mindy Graham				
Visitors	Claudie Biggers, Mark Hutson				

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
Internal Communication: Meeting Minutes		July 31 minutes were approved
FAQs		Dale Longbine is doing FAQs and will distribute them for review when ready
Margarita Machine		POD purchased margarita machine for use in the happy hours.
Flashdrives	Norma said for 64 UBD /250 count/ the price is \$6.00 per for 8GB \$54 per	Norma will look for cheaper flash drives and give information to Becky Note from 15 August 2008 email message: Norma could not find a better deal if we need a logo on the flash drive. We could get 250 at around 4.60 apiece without the logo.
Budget	Discussion on Budget preparation	Becky will develop a budget proposal to give to POD. The proposal will include: T-Shirts (\$3to\$4) for Fin Aid, Admissions, Counselors, Student Services, Student Activities, Lab Supervisors, Testing, Recruiting, Library, Bookstore 2 Banners, Flash drives, pens and pencils. Becky will state in the proposal Flash drives are for faculty doing online training and the other items are to promote

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		online learning to students and the money is needed in the Spring and Summer of 2009.
General Assembly		Jill received permission from Dr. Matney to have the Badger interrupt and Dr. Matney read the info about changing to Angel. Training coming this Fall for faculty and will go live Summer 2009.
Faculty Meeting		Have 8 minutes. Will show videos – will make statement about Angel – AC Online and recognize LMS Team.
Part-time Soirée		Dr. Matney will again make statement about the new AC Online.
Videos	Discussion on when to show videos	Committee decided once a week on Web
Next Meeting	Wednesday, September 17 1:45pm	Becky will get with HQ to reserve a room on the Washington St Campus

COMMUNICATIONS/PROMOTIONS SUB-TEAM FOR THE LMS CONVERSION

14 Aug. 2008

3:00 p.m.

B&I Campus

Please bring: Ideas for the next newsletter

AGENDA ITEMS

Topic

- ✓ Approval of minutes
- ✓ Posting of the minutes by the sub-teams
- ✓ Discussion board in myAC
- ✓ General Assembly
- ✓ Faculty meeting
- ✓ Newsletter
- ✓ Happy hours, web presence for FAQs, Promotions
- ✓ Scheduling of the next meeting

OTHER INFORMATION

Observers:

Resources:

Special notes: