

ANGEL Team Minutes

Team Name	Communications				
Date	17 September 2008	Starting Time	1:45 P.M.	Ending Time	3:00 P.M.
Location	Library 113			Recorder	Linda Reed
Members Present	Linda Reed, Kim McGowan, Mindy Graham, Jill Gibson, Becky Easton				
Member Absent	Norma Campbell, Leslie Priest				
Visitors	Lou Ann Seaborn				

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
Internal Communication: Meeting Minutes – August 14, 2008		August 14 minutes were approved
Newsletter	Joe Wyatt asked the Committee to submit an article (300-400 words) for a newsletter debuting in October.	Becky will write the article describing ACOOnline and Angel. Jill will proofread article. The article is due September 23.
Promotions	Discussion on what should the focus on the committee be – charged with promoting ACOOnline to faculty and students. What should that involve? The best use of fiscal resources.	The committee decided the following: <ol style="list-style-type: none"> 1st priority are banners to be displayed starting in late Spring. Will promote ACOOnline and taking online classes. Jill has researched policies and prices. Banner approval will go through College Relations. 2. Standardized student letter for instructors to email to students – Spring semester 3. Standardized student letter for dual credit teachers at HS to send to students – Spring semester. 4. Media coverage when system is up and going. 5. Flashdrives – still a possibility but low on priority list.
myAC Club		Set-up after instructor training – promote it as a place for instructors to go and share experiences with new system.

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Branding	Becky, Lou Ann met with College Relations to discuss Branding of the ACOOnline	Stefanie Carruth will have by Mid-October 3 choices from which the Committee can choose to go on the Portal.
Time line	The LMS Leadership Team asked each committee to set a time line to ensure completion of goals.	Becky will combine internal-encourage faculty and student adoption into one bullet point Becky will submit time line to LMS Leadership Team. Committee noted the plan a formal introduction and roll-out is completed. Committee suggested the online student evaluation be revisited to make certain correct questions are being asked and establish procedures to make sure students complete evaluation.
Next Meeting		Open – will meet after Stefanie submits 3 graphic choices

COMMUNICATIONS/PROMOTION SUB-TEAM FOR THE LMS CONVERSION

Approval of minutes	
Newsletter	
Promotions	
myAC Club	
Happy Hours	
Branding	
Time line	<ul style="list-style-type: none">☐ establish internal communication☐ encourage faculty and student adoption☐ plan a formal introduction and roll-out☐ encourage continuous improvement feedback
Scheduling of the next meeting	
