

Amarillo College LMS Project
MEETING RECORD

Committee/Meeting Name		LMS Implementation Team				
Date	February 8, 2008		Time Convened	8:30 a.m.	Time Terminated	10:23 a.m.
Location	Library 113			Recorder	Judy Carter	
Members Present		Mark Hutson (co-chair), Sherry Hendrix, Phill Hill, Larry Adams, Scott Beckett, Carol Buse, Judy Carter, Brenda Davidson, Becky Easton, D'dee Grove, Linda Hendrick, Kim McGowan, Linda Reed, Tricia Stevens				
Members Absent		Claudie Biggers, Vicky Taylor-Gore, Kim Hays, Patsy Lemaster				
Visitors	Brad Johnson, Paul Matney, Danita McAnally					

Topics	Discussion, Information	Action Taken, Decisions, Recommendations, Time Line
Running CE 4 and CE 6 in parallel	<p>Discussion on running CE 4 and CE6 through the summer semester.</p> <p>Consideration of keeping the live date of May 31 for those faculty who choose to use CE6, but giving faculty an option to wait until Fall 08 to go live on CE6</p> <p>Discussion on courses offered during Spring Too. A meeting is scheduled with these faculty immediately following the Implementation Team meeting.</p>	<p>The Team approved running CE 4 and CE6 in parallel though the summer.</p> <p>The live date of May 31, 2008 will not change. However, faculty now have a choice of going live Summer 2008 or Fall 2008.</p> <p>All classes online and hybrid will be live in CE6 by Fall semester.</p> <p>Three Spring Too courses will be “testers” not pilots. HIST 1301-Larry Adams, PSYC 2301 Allen Kee and SPCH 1318 Judy Carter</p>
Name Branding	Discussions on creating a name other than Blackboard to better identify Amarillo College's LMS system.	<p>A subcommittee of Carol Buse, Linda Reed and D'dee Grove will meet with Ellen Green to develop a list of names for the Blackboard/CE6 platform.</p> <p>Names will be brought back to the Implementation Team next week for review and approval.</p>
Training	Discussion on training, stipends, curriculum, additional resources and how to select faculty trainers.	<p>The Team approved the methodology of train the trainer.</p> <p>Ten faculty, two Instructional Designers and one or two IT individuals will be chosen to participate in official Blackboard training to be the</p>

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		<p>trainers teaching all faculty/adjuncts teaching online. A tentative date for training is February 25.</p> <p>Faculty selection for trainers will be determined at the next meeting.</p> <p>Faculty will be given compensation for each training session. The exact compensation amount will be determined at a later date.</p> <p>Due to the cost of this training, Dr. Matney and other upper level administrators will approve this request.</p> <p>The Team unanimously agreed that any faculty or adjunct teaching in Blackboard will be required to attend an in-class training session before receiving access to teach an online or hybrid course.</p> <p>Training:</p> <p>In class sessions of a minimum of two hours will be offered at a variety of different locations, days and times to accommodate faculty/adjunct schedules.</p> <p>Additional training will be required by faculty/adjunct teaching large courses. Post implementation training will continue.</p> <p>All training will use the same approved curriculum.</p> <p>Resources:</p> <p>Written and online materials and tutorials will be available. In addition, open labs with an instructor will be available for faculty/adjunct. Dates and times for the open labs will be determined at a later date.</p> <p>Training Schedule:</p> <p>A form will be developed and distributed to all divisions requesting:</p> <p>Who will be teaching online in the summer</p> <p>Who will be teaching Hybrid in the summer</p> <p>Who will be teaching Online in Fall and not summer</p> <p>Who will be teaching Hybrid in Fall and not summer</p> <p>How many sections that cross listed in a course</p> <p>Approximately how many sections will be associated with your course</p>

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		(this will determine who will need additional training for large courses) Would you be interested in teaching an Online or Hybrid course
Server Level Agreement	There was a discussion of the academic and business needs of the college. A “mirrored” system of backup was discussed. This system records data on a parallel server. In case of an emergency crash, there would only be a 5 – 10 minute delay in getting the system converted to the parallel server. We will no longer need to close the learning management system from 2 – 4 a.m. for back-ups. This will result in near 24 hour access for students. Discussion on the way Amarillo College is changing/improving system recovery and availability.	The Team recommended an \$11,000-\$15,000 hardware expenditure which will give Amarillo College an online system which will be available to students 24 hours a day, 7 days a week. In addition, this will include a system that will have full redundancy meaning all data will be fully recovered in case of system failure.
Regular Meeting times	Determine regular meeting days and times	The Implementation Team will meet every Friday from 8:30-10:30. The room location may vary, but will be sent in advance of the meeting. The agenda for the next meeting may include working on a flow chart, discussing what it takes to teach an online course, reviewing best practices of SAC’s online guidance, determining a plan of communication, and determining consistent terminology.
Software Demonstration	Provided by Mark Hutson	Mark demonstrated exporting and importing classes. It is very similar to the process we now use. There are expanded options with CE6. There is an orientation with the new shell.
Comments/Questions	There was a brief discussion of governance because there are several online advisory committees. There was discussion of the need for a faculty online newsletter in order to have a consistent message.	The Team will develop a Communication Plan to be discussed at the next meeting.