

Amarillo College LMS Project
MEETING RECORD

Committee/Meeting Name		LMS Implementation Team				
Date	February 15, 2008		Time Convened	8:35	Time Terminated	10:13
Location	Library 113			Recorder	Judy Carter	
Members Present		Claudie Biggers (co-chair), Mark Hutson (co-chair), Larry Adams, Scott Beckett, Carol Buse, Judy Carter, Brenda Davidson, Becky Easton, D'dee Grove, Kim Hays, Linda Hendrick, Patsy LeMaster, Kim McGowan, Tricia Stevens, Victoria Taylor-Gore				
Members Absent		Sherry Hendrix, Phil Hill, Linda Reed				
Visitors						

Topics	Discussion, Information	Action Taken, Decisions, Recommendations, Time Line
LMS Workflow	Discussion on progress	
Review of Forms	<p>Discussion of forms to be sent to Divisions requesting a list of those teaching Hybrid or Online courses/sections.</p> <p>Review form to be sent to all Online faculty/adjuncts requesting those who want to be a trainer for LMS</p>	<p>A form will be sent to Division and Department chairs. Linda has a list of faculty who will teach, and courses which will be offered, summer and fall.</p> <p>Mark will send the training recruiting flier via email with a deadline of Feb. 21 for faculty to respond.</p> <p>The applicant screening committee will consist of Claudie, Mark, Brenda, Tricia, Linda, Patsy, and Scott.</p>
Communication Plan	<p>Discussion on establishing a sub-committee for development, distribution and presentations for LMS communication.</p> <p>There was a discussion of the name of our LMS system. In some places it's called Blackboard CE 6 and in others it's called WebCT CE 6. The name is important for ordering</p>	<p>Claudie, Brenda, and Patsy will form this subcommittee. There will be a newsletter and brief updates.</p> <p>Mark and Claudie will attend Division Chair and Faculty Supervisor meetings.</p> <p>The current name is "Blackboard CE6 formerly known as WebCT CE4"</p>

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	e-packs.	
Name Branding Sub-Committee	Discussion and possible action on findings from the Name Branding Sub-committee. This committee met with Ellen Green. A possible name suggested was “Webster”	This committee will meet again, Tuesday, Feb. 19. Linda Hendrick will see if it is possible to add a comment on MyAC that reads something like: “If your teacher is using ‘MyAC, click here;” If your teacher is using ‘Webster,’ click here.”
Training	Discussion and possible recommendation on Blackboard training options including days and times. Discussion of faculty demonstrations	Blackboard consultants will be asked to come for two days of training on either a Thursday/ Friday. Patsy will set up a location and time on each campus for Mark to demonstrate importing courses into CE6 After initial training, faculty will also be able to receive information online via a program such as captivate.
Report on Testing in Spring Too	Judy and Larry reported that their courses imported easily from CE4. However, the calendar did not. Linda suggested allowing other committee members to be assigned to these Spring Too courses in “Student View”	Judy and Alan Kee will receive help from Brenda. Larry will receive assistance from Tricia. Each professor will determine if they are willing to allow other faculty to “lurk” as a student in the class.
Comments/Questions	2-8-15 minutes were approved with the suggestion of changing the word “serve” under the topic of page 3 to “server.” Who will be attending the Convention next week There was a reminder from Danita McAnally that we need to keep our courses in compliance with SAC’s. Faculty should update syllabi each semester to indicate the	Claudie will attend TCCTA convention. Claudie sent the SAC’s “Best Practices” to members via email.

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	new LMS platform	
	Discussion of the test server	Linda indicated that online faculty could request a place on the test server where they can import and experiment with their courses.
	Next Meeting	The next meeting will be Friday, Feb. 22, 8:30 a.m.