Amarillo College LMS Project
MEETING RECORD

Committee/Meeting Name	LMS Implementation Team				
Date	February 22, 2008	**Time Convened**	8:34 am	**Time Terminated**	9:45
Location	Library room 113		**Recorder**	Judy Carter	
Members Present	Mark Hutson (co-chair), Larry Adams, Scott Beckett, Carol Buse, Judy Carter, Brenda Davidson, Becky Easton, D'dee Grove, Kim Hays, Linda Hendrick, Sherry Hendrix, Phil Hill, Patsy LeMaster, Kim McGowan, Linda Reed, Tricia Stevens, Victoria Taylor-Gore				
Members Absent	Claudie Biggers				
Visitors					

Topics	Discussion, Information	Action Taken, Decisions, Recommendations, Time Line
Blackboard CE6 New Information	Sherry and Phil provided a handout outlining new information concerning Blackboard CE 6 and much discussion followed. CE 4 will be available until 2011. This will give us time to develop a process and time line and receive vendor demonstrations. We have not yet purchased hardware nor entered into agreements with Blackboard.	Unanimous decision to step back and take a look at other vendors. We need to develop a Request for Proposal (RFP) and a Request for Qualifications (RFQ) Scott Beckett will draft a modified FAQ statement to go to all faculty. Each member of the committee is a spokesperson for our respective departments and divisions.
Name Branding	Report from sub-committee (Carol Buse, Linda Reed, D'dee Grove): suggestions included *Webster, E-Campus, E-Courses, Web Ed* The Team was asked to come up with some ideas for name branding for next weeks meeting.	Action to be taken next week
Faculty Trainers	Progress report on faculty trainers and questionnaire-Mark Huston	Mark will let applicants know of the adjusted time frame and that their names will be held on file.

Topics	Discussion, Information	Action Taken, Decisions, Recommendations, Time Line
	Application Screening sub-committee (Claudie Biggers, Mark Huston, Brenda Davidson, Tricia Stevens, Linda Hendrick, Patsy LeMaster and Scott Beckett) Received 13 applications.	
LMS Workflow	Report from Phil Hill and Sherry Hendrix. Interviews have been completed with the Registrar, IT programming and Instructional Designers. Interviews with the academic side will be schedule in the very near future It is important that the new LMS integrate with MyAC and Datatel	No action taken
Communication Plan	Sub-Committee Claudie Biggers, Brenda Davidson and Patsy LeMaster	No action taken
Spring Too Testing	Report from Larry Adams and Judy Carter.	
e-Packs and Access Codes with Blackboard CE 6	No discussion	
2/15/08 minutes		Minutes approved