

Amarillo College LMS Project
MEETING RECORD

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Committee/Meeting Name		LMS Implementation Team			
Date	February 29, 2008	Time Convened	8:40 am	Time Terminated	10:48
Location				Recorder	Judy Carter
Members Present	Claudie Biggers(co-chair), Larry Adams, Scott Beckett, Judy Carter, Brenda Davidson, Becky Easton, Kim Hays, Sherry Hendrix, Kim McGowan, Linda Reed, Tricia Stevens, Victoria Taylor-Gore				
Members Absent	Mark Hutson, Carol Buse, D'dee Grove, Linda Hendrick, Phil Hill, Patsy LeMaster,				
Visitors	Paul Matney, Brad Johnson				

Topics	Discussion, Information	Action Taken, Decisions, Recommendations, Time Line
IT Tactical Plan	Brad reviewed the 2008 Amarillo College Tactical Technology Plan. EduServe has been contracted to bring in a management team with external expertise to augment our internal staff. Paul indicated that a new Chief Informational Officer (CIO) will be coming from EduServe for a 9 month period. This will be funded by two positions which will remain open until after the contract is filled.	A new Technology CIO has been contracted
LMS Market	Distribute resource information sent by Phil. Sherry directed us to use edutools.com as a resource	The committee indicated initial interest in Blackboard's Academic Suite, Desire2Learn, Angel, Moodle, and Sakai
RFP Process	Review process: Between March 3 & 14, Sherry will invite vendors to provide Web demonstrations. These will be set up MW between 1 & 3; and TR between 1 & 5. Mar, 17 – Apr. 4 – EduServ will write RFP Apr. 7 – RFP will be “on the street” for vendors Apr. 29 – final date for Vendors proposals to come to the college May 12 – 29 Vendors interviews/demonstrations with “sandbox” capabilities.	The timeline for Web demonstrations was approved. The timeline for the RFP was approved.

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	May 30 Selection of Vendor determined with the option to extend the selection of vendors if more time is needed. May 31 – EduServ contract completed	
Name Branding	Discussion of Webster and WebEd . Possibility of online faculty receiving jump drives with tutorials.	A proposal will go to Paul to survey students on the preference of names (Webster or WebEd) and a suggestion of an appropriate graphic of an AC badger
Progress Report	Communication plan and workflow. Discussion of a newsletter. Phil has an example. There will be an extensive discussion of workflow at our next meeting.	Claudie will develop a newsletter to go to all faculty
Comments/Questions	Larry Adams brought to the attention of the team a lawsuit Blackboard brought against Desire2Learn and Angel. Blackboard owns 80% of the market share. Discussion entertained by the team. Scott recommends that all faculty back up all html, flash, wave files, video, etc., to the faculty's personal computer	
Minutes		The 2-22-08 minutes were approved