Amarillo College LMS Project
MEETING RECORD

Committee/Meeting Name	LMS Implementation Team				
Date	March 7, 2008	**Time Convened**	8:37	**Time Terminated**	
Location	Lib. 113		**Recorder**	Judy Carter	
Members Present	Mark Hutson (co-chair), Carol Buse, Judy Carter, Brenda Davidson, Becky Easton, Linda Hendrick, Sherry Hendrix, Patsy LeMaster, Kim McGowan, Tricia Stevens,				
Members Absent	Claudie Biggers, Larry Adams, Scott Beckett, D'dee Grove, Kim Hays, Phil Hill, Linda Reed, Victoria Taylor-Gore				
Visitors	Paul Matney, Lou Ann Seabourn, Rita Wilson, Terry Kleffman, Art Cardona				

Topics	Discussion, Information	Action Taken, Decisions, Recommendations, Time Line
LMS Workflow	Review LMS Workflow information. There was a discussion of New Course workflow, New Term workflow, and Debug workflow charts. Faculty must submit a request form to the registrar if the class will be web based or hybrid. Paul suggested the Faculty Supervisory group may need to receive training about the forms. Terry Kleffman suggested that a column could be added in WebAdvisor "Courses I teach" which will indicate if the course is set up as lecture, web, hybrid, or crosslisted. Some colleges streamline by omitting the developmental server. New courses are developed in a hidden shell on the production server. We should request the new LMS include a pseudo	A faculty checklist will be developed (or reviewed) showing what to do , when to sent it, and who to call Send Sherry comments, suggestions, and recommendations regarding the flow charts.

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	student. Another form needs to be developed for Dual Credit to allow a facilitator to add a TA, student, and co-designer	
Moodle Web Demo	Moodle Web Demo: Claudie is working on compiling a list of questions so that we can ask them again when we attend future demos. Sherri has still not heard from Sakai, even though she has continued to attempt to schedule a web demonstration.	Claudie is compiling a list of "common" questions. The demos scheduled for next week are as follows: • Monday, March 10, 1:00-3:00, Angel, Lib 113 • Wednesday, March 12, 1:00-3:00, Desire2Learn, L113 • Friday, March 14, 8:30-11:00, Blackboard Academic Suite, L113
Name Branding	Mark Hutson has talked to Mark Hanna about avoiding copyright infringement with both Webster and WebEd as possible brand names for AC's LMS. Mark Hanna discovered that Webster University calls its online program Webster Online, but apparently has not trademarked Students will have input on the final design, probably with a contest to select the logo. Sherri plans to schedule a meeting with Ellen Green about branding this name.	Mark Hutson will check again with Mark Hanna regarding the possible trademark of "Webser"
Communication Plan	The newsletter is ready. Phil has compiled some best practices and examples for the committee directors to review.	Claudie will begin distribution of the newsletter next week.
Open Discussion and Questions		
Minutes		The 2-29-08 minutes were approved

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