

Amarillo College LMS Project  
MEETING RECORD

<b>Committee/Meeting Name</b>		LMS Implementation Team			
<b>Date</b>	Friday, March 28	<b>Time Convened</b>	8:30 am	<b>Time Terminated</b>	10:30 am
<b>Location</b>	Library Room 205			<b>Recorder</b>	Judy Carter
<b>Members Present</b>	Claudie Biggers, Mark Hutson, Sherry Hendrix, Linda Hendrick, Becky Easton, Carol Buse, Linda Reed, Kim Hayes, Kim McGowan, Tricia Stevens, Larry Adams, Scott Beckett, Brenda Davidson				
<b>Members Absent</b>	Judy Carter, Patsy LeMaster, D'Dee Grove, Victoria Taylor-Gore				
<b>Visitors</b>					

Topics	Discussion, Information	Action Taken, Decisions, Recommendations, Time Line
Review and Approval of the LMS RFP and Appendix A: Functionality Requirements	<p>Meeting today started by looking at the RFP. Sherry explained that July 1, 2008 is the implementation date (Section 2) because the contract needs to begin immediately after the award date.</p> <p>We need to add more information about vendor hosting capabilities (Section 4).</p> <p>The point system has to provide the same type of evaluation for each vendor (Section 5).</p> <p>RFP responses from vendors (Section 6) will be posted in a central location or burned to CD and distributed to the LMS team.</p> <p>Larry Adams asked if anyone can look at the vendor responses.</p> <p>We need to add (to 4.3.3) about training materials: “customize <u>and duplicate</u>.”</p> <p>Claudie asked if it would be possible to put shells for <u>all</u></p>	<p>Kim McGowan made a motion to accept the RFP with changes discussed at the meeting and contingent upon final approval from the Purchasing Office on Section 7 and CIO, Laura Grandgenett; Carol Buse seconded the motion and all were in favor.</p>

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	<p>classes on the server. Linda said yes, we could do that now. We could create the default shell to advise non-online students who try to access. However, if vendors charge per student, this will not work.</p> <p>We need to include students in the evaluation process. Blue Blazers would be a possibility, or maybe student lab workers. Linda will also check with Heather Atchley (Student Activities) to see if she can help us locate 2 students who have had online classes and 2 who have not had online classes who could participate in the demos and help evaluate the products. Kim Hayes has student worker funds available, which he offered for this purpose.</p> <p>Sherry reminded the Team not to make contact with the vendors once the RFP was open (April 7).</p> <p>Scott Beckett suggested that the RFP require a service “mission statement.”</p> <p>Recommendation was made to purchase jump drives for faculty who will be going through LMS training. All agreed on this recommendation. Sherry will look into funding for this.</p> <p>The Team discussed and made several changes to Appendix A: Minimum Functionality Requirement spreadsheet of the RFP.</p>	<p>Linda Hendrick will be responsible for finding four (4) students to be present at the vendor demos. Two students who have taken online courses and two students who have never taken an online course.</p> <p>Another motion was made to accept the additional changes made to Section 4 of the RFP by Scott Beckett and seconded by Larry Adams.</p> <p>Motion was made to accept the changes made to Appendix A: Minimum Functionality Requirement spreadsheet of the RFP by Scott Becket and seconded by Larry Adams.</p>
Discussion on Web Demos	Team thought it would be a good idea to get together and work in the sandbox environments in groups – there is synergy in exploring together. This might give us a heads up on understanding the products for the major demos,	

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	and a chance to ask very specific questions, based on things we haven't been able to accomplish. Claudie will follow up on times and lab setting for this.	
LMS Newsletter	<p>Kudos to Claudie Biggers on a wonderful first addition of the Online Newsletter!</p> <p>Discussion about the badger logo and copyright issues. Larry is going to work with Claudie (and possibly Mark Hanna) on it. Pete Gonzales (Art Department) and Ali Pierce (eLearning Center) might help redraw the badger, if necessary.</p>	<p>Claudie will call Patsy LeMaster to schedule open lab times for the Team to work in the sandboxes and follow up with the team via e-mail.</p>