

Amarillo College LMS Project
MEETING RECORD

Committee/Meeting Name		LMS Implementation Team					
Date	April 25, 2008		Time Convened	8:35 a.m.		Time Terminated	9:10 a.m.
Location	Library 116			Recorder	Judy Carter		
Members Present		Mark Hutson (co-chair), Scott Beckett, Carol Buse, Judy Carter, Brenda Davidson, Becky Easton, Kim Hays, Linda Hendrick, Patsy LeMaster, Kim McGowan, Linda Reed, Tricia Stevens, Victoria Taylor-Gore					
Members Absent		Claudie Biggers, Larry Adams, D'dee Grove, Sherry Hendrix, Phil Hill					
Visitors	LouAnn Seabourn						

Topics	Discussion, Information	Action Taken, Decisions, Recommendations, Time Line
Student questions	A reminder to send the questions to online students for survey. Need a volunteer committee member to compile the information	Team members will send student responses to Linda Reed.
Vendor scenarios	Quick talk about the scenarios for vendors. Most changes and edits should be done online.	We will ask the vendors to demonstrate course migration for both a "regular" course and an e-pack course. Brenda and Linda will develop the e-pack course. Committee members may ask questions of vendors in addition to the scenarios.
Students for demos	Four students needed for demos (2 online students, 2 not online students) Need a volunteer to take charge and finalize.	Victoria Taylor-Gore will be the coordinator. Kim Hays will take care of the paper work.
Mock course	Brenda, Linda, Becky & Judy have developed a mock course for the vendors to use in their demonstrations	Committee members are encouraged to view the course and take the quizzes in the DEMO-0001-RFP class on the ELCDEV
Sandboxes	Tricia invited us to come to the computer stations in the ELC, at our convenience, to work in the Sandboxes	
Minutes 4-18-08		Approved