Amarillo College LMS Project
MEETING RECORD

Committee/Meeting Name		LMS Implementation Team				
Date	Tuesday, May 7, 2008		**Time Convened**	2:00	**Time Terminated**	2:50
Location	Library 113			**Recorder**	Judy Carter	
Members Present	Claudie Biggers (co-chair), Mark Hutson (co-chair), Larry Adams, Carol Buse, Judy Carter, Brenda Davidson, Becky Easton, D'dee Grove, Kim Hays, Linda Hendrick, Sherry Hendrix, Patsy LeMaster, Tricia Stevens,					
Members Absent	Scott Beckett, Kim McGowan, Linda Reed, Victoria Taylor-Gore					
Visitors	Lou Ann Seabourn					

Topics	Discussion, Information	Action Taken, Decisions, Recommendations, Time Line
Approve Minutes from Apr. 25, 2008	If minutes are not available, we will approve them at the next regular LMS meeting.	April 25 minutes approved. There wasn't a meeting May 2.
Vendor Evaluation Process	Handout Rating Sheets, Directions, Teams reviewed Discussed process. Tams may use 0 – 3 or yes/no rating system. We need to check all discs to be sure they open. We should consider, but not rank, the financial spreadsheet. We will also consider the promotional plan to present to the faculty.	May 13, 8:00 a.m., we'll bring our hard copies of our evaluation responses. Then, we'll get into teams and rank vendors 1-5. Then, the entire group will rank them 1-5.
Scenarios for Demos	Handout reviewed	May 20, 21, 22 schedule: 8:30 – 8:45 Get acquainted 8:45 – 9:30 Course migration 9:30 – 11:00 Other instructor features 11:00 – 11:30 Student features 11:30 – 12:30 Vendor's time to show additional features 12:30 Lunch 1:00 Break out Sessions/ discussion
Students for Demo	Discussion	Five students were selected. 3 are young, 2 are mature, 3 have some WebCT experience, 2 have no experience.

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Online Student Survey Results	Handout provided	We should consider these as we look at the student features during the vendors demonstrations
Questions/Comments		Kudos to Claudie for an outstanding newsletter