

ANGEL Team Minutes

Team Name	Angel Subteam Minutes				
Date	08/05/08	Starting Time	2:05 p.m.	Ending Time	3:30 p.m.
Location	Library 112			Recorder	Diane Brice
Members Present	Brandi Clark, Brenda Davidson, Terry Kleffman, Jan Martin, Jerry Moller, Diane Brice				
Member Absent	Carol Buse				
Visitors	Patsy Lemaster				

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
Minutes	Not being a member of the committee at the time of the last meeting, Jerry Moller asked for clarification of the minutes to help him gain an understanding of the scope and goals of the committee. After discussion, minutes were approved by Terry Kleffman with the following clarification: Class size does not refer to enrollment. It is in reference to course content size. Second by Brenda Davidson	<ul style="list-style-type: none"> Correction to 07/22/08 Minutes: Class size does not refer to enrollment. It is in reference to course content size.
Introduction of New Committee Members	Brenda welcomed Jerry Moller, Jan Martin and Brandi Clark to the committee and thanked them for agreeing to join our team.	<ul style="list-style-type: none"> None.
System Requirements	Brenda asked that the list of system requirements be posted on the website for the LMS system.	<ul style="list-style-type: none"> None.
Community Access	Brenda has set up a community within myAC for our committee's use. This should be used as our avenue for discussion postings and discussion of policy topics outside the scheduled committee meetings.	<ul style="list-style-type: none"> Members should log into myAC to view the community information already posted.
Timeline Phases	Brenda distributed a copy of the timeline phases.	
Configuration Pre-Meeting	Discussion took place concerning the Configuration Pre-Meeting Questions.	<ul style="list-style-type: none"> Question 1 (Organizational Codes/Labels) Category is a topic needing further discussion. Question 3 (Beginning of Term/End of Term) Terry will check on the level of control allowing a faculty

ANGEL Team Minutes

		<p>member to view a student s/he has withdrawn.</p> <ul style="list-style-type: none"> • Question 4 (Beginning of Term/End of Term) How early do students have access to their courses prior to the start of each term? Brenda will take this item back to the sub-team leaders for further discussion. Faculty who need to conduct pre-clinical assignments & discussions were not considered in the original discussion. They need their students to have access to their class prior to the first day of clinical. • Question 8 (Beginning of Term/End of Term) Brenda will check with Kay Mooney concerning DOE requirements for last date of participation. • Question 4 (Public Login Page), Terry will suggest to the sub-team leaders that we point to the CMS where we can allow a choice of eCatalog or WebAdvisor. • Question 5 (Public Login Page) Brenda will take this item back to the sub-team leaders for further discussion. Jan would like to be able to create a community group that will allow all of her Medical Laboratory majors to participate in group discussions. Might also be a possibility for the Ranger staff. Would like this changed to Not available on the public internet, Require Log-in access.
Training	Discussion took place, following question from Jerry Moller, about how ANGEL training will be provided to accommodate faculty who do not live in Amarillo, and teach solely through web-based instruction.	<ul style="list-style-type: none"> • All team members should investigate how other schools handle their training. Might possibly look at interactive video conferencing for training. • Train the trainer will begin October 3 and continue every two weeks. • On Campus training will begin in November. • Decision needs to be made whether or not all faculty should be required to attend training prior to teaching class through Angel.
Next Meeting	Will be announced but all meetings will be held on Monday afternoons. We will meet every 2 weeks.	Brenda will do a GroupWise busy search to schedule next meeting.