ANGEL Team Minutes

Team Name	ANGEL Policy Subcommittee				
Date	08/18/08	Starting Time	1:00p.m.	Ending Time	3:00 p.m.
Location	Library 113			Recorder	Diane Brice
Members Present	Carol Buse, Brandi Clark, Brenda Davidson, Terry Kleffman, Jan Martin, Jerry Moller, Diane Brice				
Member Absent					
Visitors	Patsy Lemaster, Lou Ann Seabourn				

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
Minutes	Motion to approve minutes made by Jan Martin. Seconded by Brenda Davidson.	
Review discussions/issues from 2nd Sub-Team Leaders Configuration meeting with ANGEL (08/15/08)	Brenda provided an update on the following action item from Configuration Pre-meeting Questions discussed: • Question 4 (Beginning of Term/End of Term) How early do students have access to their courses prior to the start of each term? The sub-team leaders said this will not change. Faculty who need to communicate with their students prior to class should do so via email or portal.	
Review Policy Team Goals to post on myAC Sub Team Leaders Community.	Brenda provided a handout that contained the Policy Sub Team goals (as listed in the Policy Lead Tasks section of the Project Checklist).	
What policies can be decided now?	Brenda provided a handout that contained suggested policy issues. Discussion took place concerning • The cut-off date for eLearning support of new course development in WebCT. Do we require • Training before instructors can teach online using ANGEL? What if they have used ANGEL at	• All subcommittee members should post suggestions for discussion on the MyAC discussion boards. • Everyone should be looking at other schools for possible guidelines. Learn from others' past experiences. • Cut-off date for eLearning support of new course development in WebCT is September 12, 2008. • Although there was much discussion on many of these items, decisions have not been made.

	another institution?	
	• Minimum computer compentency before an instructor can teach online?	
	• Documented copyright permission for own course materials such as images, graphics, videos, sound, articles, etc?	
	• Syllabus in all online courses to be directly linked to the CMS syllabus?	
	• Should a policy be established concerning which course development software is supported.	
	• Should there be a maximum number of students in one class section?	
	• Should there be a maximum number of sections that can be merged into a crosslisted class. If we were to allow faculty to manage their own courses, there would not be a need to crosslist classes as we have in the past. This would allow us to use the crosslisting functionality as it was intended in Colleague rather than for managing on-line class instruction.	
	• Maximum course content size? We should be looking for new methods of presenting content and research use of LORs to reduce course size.	
	• XFSL forms for creating schedule: Is this the only place a course should be coded WEB or HYB?	
	• Should all credit classes be pushed and the faculty member use the course when and if they wish? Will students see the course if a faculty member decides they do not want to use ANGEL?	
	• Is there a need to continue using the Online Course Offering Form?	
	• Should on-campus orientations be required for on-line courses?	
	• Should instructors back up courses each semester? Do they restore backups to new shells each semester	

	or will courses be carried over from semester to semester? Is this a policy that should be set by AC or ANGEL host? • What are the system requirements for internet browsers? • What is the retention of ANGEL course materials and group materials? • Will AC or ANGEL host archive or delete old ANGEL courses? • Do we have a policy for "incompletes?" (Current policy is completion within 3 months or Department/Division Chair approval required.) • Stipend for developing a new online course? Who should these requests be sent to? • Standard approval, review, and evaluation policies should be set for all new online courses.	
Next Meeting		Monday, September 8, 2008 at 1:00 p.m. in Library 113.