ANGEL Team Minutes

Team Name	ANGEL Policy Sub Team				
Date	09/08/08	Starting Time	1:00 p.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, Laura Grandgenett, Claudie Biggers				

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
Minutes	Motion to approve minutes made by Carol Buse. Seconded by Jan Martin.	

Handouts	Brenda distributed the following information:
	
	• LORs (Learning Object Repositories) and Master Courses information sheet to help committee members with familiarization of the terms.
	
	• Project Checklist (updates):
	
	  * Terry reviewed Policy Lead Tasks to help everyone understand what system editors and support providers will do. He demonstrated Admin screens and configuration settings.
	
	  * Our data integration approach will be from our SIS (Colleague).
	
	  * ITS will not roll over courses. Faculty will have the ability to copy their courses on their own.
	
	  * User accounts will be set up through a batch process.
	
	  * Master Courses will be set up via a system editor.
		• After the initial Spring semester classes have been submitted to the Registrar's Office and entered into Colleague, Diane will send a list of Spring Too classes to Claudie Biggers.
		
		• Everyone should take the Policies and Procedures for Consideration and determine which have an effect on their own area and report their suggestions to Brenda.

* Faculty will be encouraged to use shared files rather than loading files for each course.

* Rosters will be sent from Colleague to Angel via batch process.

* We will restrict access to Angel rather than allow public access.

* Current academic codes and levels will be used.

* All AC campuses will use the same Branding.

* The System Support Team is currently working on identifying system editors and support providers. Their goal is to have these identified before Spring Break.

* LDAP server and our SIS will be our authentication approach.

* User accounts, enrollments and course shells will be batch created each semester.

* Users will keep current usernames and passwords.

* Term Rollover process and schedule will be done via our SIS.

* Faculty will have access to a separate course environment to prepare materials for the new term. Shells for new terms will be available 30 days prior to the course start date or term start date, which ever is earliest.

* ANGEL will provide four (4) archive DVDs of all course sections each year.

* Students will be sent over day after last day to pay each semester.

	* All credit courses will be sent over to ANGEL. Faculty must activate their own courses each semester. * Courses from previous term will remain available to students 7 days following the end date of the course or 7 days following term end date, which ever is latest. Faculty will have access up to 30 days following the end date of the course or 30 days after the term end date, which ever is latest. * Faculty will migrate their existing courses from WebCT to ANGEL. * Faculty will merge their own course sections. * In Spring Too 2009, selected courses will be the first ANGEL pilot group. • An updated Timeline We are currently in the Design phase. • Policies and Procedures for Consideration.	
Policy Elements/Template	Laura provided a template that should be used when policies are set. These policies will be taken to the IT Council for review and implementation.	
Discussion Board on myAC.	Reminder to visit Policy Sub Team discussion board.	Everyone should read and post comments.
eLearning Policies & Procedures	• Policy vs. Procedures need to be established. • Timeframes need to be determined. • Tasks need to be assigned to specific areas.	
Next Meeting	In order for Laura to be on campus for our meetings, we will change our meeting dates to Wednesdays.	Wednesday 09./17/08 at 1:30 p.m.

Agenda
ANGEL Policy Sub Team
9-08-08

1. **Handouts:**
   - Agenda for today
   - Minutes from 8-18-08 meeting
   - LORs and Master Courses
   - Project Checklist
   - Timeline

2. **Approve minutes from last 08/18 meeting.**

3. **Change meeting time to Tues, Wed, or Thurs (so Laura can attend.)**

4. **Terry will demo ANGEL Admin screens and discuss configuration settings established as of 9-5.**

5. **Discuss LORs (Learning Object Repositories) and Master Courses.**

6. **Project Checklist**

7. **Timeline**

8. **Policy Sub Team discussion board on MyAC.**

9. **eLearning Policies & Procedures**
   - Categorize (policy vs. procedure)
   - Establish timeframes
   - Assign specific areas