

ANGEL Team Minutes

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Team Name	ANGEL Policy Sub-Team				
Date	November 12, 2008	Starting Time	1:30 p.m.	Ending Time	3:30 p.m.
Location	Library 113			Recorder	Diane Brice
Members Present	Carol Buse, Brandi Clark, Brenda Davidson, Jan Martin, Jerry Moller, Diane Brice				
Member Absent	Terry Kleffman				
Visitors	Patsy Lemaster				

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
Minutes	Motion to approve minutes made by Carol Buse. Seconded by Jan Martin.	
Review eLearning Support & Services Policies, Procedures, & Standards (draft)	The committee discussed all of the items in Section 1.0 (eLearning Support and Services) of the Policies, Procedures, and Standards document. Brenda noted changes that were made, and will update the document in preparation for our next meeting.	Brenda updated Section 1.0 of the eLearning Support & Services Policies, Procedures & Standards draft document. The updated document is posted on the Policy Sub-Team site on MyAC. Discussion of this document will continue at the next Policy Sub-Team meeting.
Review Rubric for Online Instruction from Chico	The committee discussed the elements and reasons for using a rubric for online instruction.	Additional guidelines will be implemented as developed.
Next Meeting		Wednesday: December 3, 2008 at 3:00 p.m. in Library 112 December 10, 2008 at 1:30 p.m. in Library 112