

## ANGEL Team Minutes

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Team Name	ANGEL Policy Sub-Team				
Date	December 3, 2008	Starting Time	3:00 p.m.	Ending Time	5:00 p.m.
Location	Library 112			Recorder	Diane Brice
Members Present	Carol Buse, Brenda Davidson, Jan Martin, Diane Brice				
Member Absent	Brandi Clark, Terry Kleffman, Jerry Moller				
Visitors	Claudie Biggers, Laura Grandgenett				

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
Minutes	Motion to approve minutes made by Jan Martin Seconded by Carol Buse.	
Continuation...Review eLearning Support & Services Policies, Procedures, & Standards (draft)	The committee discussed and outlined details for the eLearning Support & Services 1.6 Guidelines and Standard Operating Procedures (Requirements and procedures to request Faculty Course shells).  Diane made the necessary updates to the document as discussion took place.	Identify new online form to be completed by faculty when requesting Faculty Course shells.  Resume discussion of Learning Support & Services Policies, Procedures, & Standards document, starting with 1.6.2 Requirements and procedures to request Master Course shells at next meeting.
Next Meeting		Wednesday: December 10, 2008 at 1:30 p.m. in Library 112