

## ANGEL Team Minutes

Team Name	Project Team Lead				
Date	Sept 10, 2008	Starting Time	10:00am	Ending Time	am
Location	Lib 214			Recorder	Claudie Biggers
Members Present	Mark Hutson, Terry Kleffman, Patsy Lemaster, Claudie Biggers, Laura Grandgenett, Lou Ann Seabourn				
Member Absent	N/A				
Visitors	N/A				

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
<p>Education and Training Lead Tasks/Develop learning materials</p> <p>Online training has begun</p> <p>Admin will have a telephone meeting with Angel reps to answer questions.</p>	<p>Response from Ryan about training materials.</p> <p>Consider different training lengths: online, traditional, 2 (four hour) sessions, 1 (eight hour) session, 4 (two hour sessions).</p> <p>If we create our own materials can we also take the advanced training online to create a foundation?</p> <p>Determine Spring II, Summer instructors.</p>	<p>Ask Ryan:</p> <p>Cost of materials for basic and advance</p> <p>Cost of support</p> <p>Refund on Admin training</p> <p>Student tutorial</p> <p>Refund for time out of online class</p> <p>Is there an agenda for the onsite training?</p>
Train the Trainers	<p>Mark Update</p> <p>Materials have been copied and ready for meeting.</p> <p>When will we open training for sub team members.</p>	<p>Set agenda for trainers</p> <p>Create course shells for training</p> <p>Allow Angel access to all sub team members</p>
Sub Team Update	<p>Newsletter complete, Linda gave approval, eLearning is streaming videos. Plan to send it out on Monday.</p> <p>Communications Team has a promotion plan</p> <p>We need to determine a banner for configuration.</p> <p>How is support billed by Angel?</p> <p>Where is the IT committee?</p>	<p>Happy Hour topics offer an introduction to Angel</p> <p>Promo budget it is not optional like MyAc so the budget for promotion will be decreased.</p> <p>Lou Ann and Communications reps will meet with Ellen and staff to determine banner logo for configuration.</p> <p>Direct mail might be the best way to promote to students</p> <p>IT committee is waiting for course configuration</p>

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Branding Start to Plan ePods	Should we consider creating ePods for file size?	Create Faculty Conversations for Angel preparation. Talk to the Faculty Dev. Committee FAQ's between IT council, Support and Communications should be on same page.
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Support Team: Tuesday Sept. 16 at 3:00-4:00 Meets every other Tuesday

Communications/Promotions Team: Wednesday Sept. 17 1:45-3:45 LIB 113

Policy Team: Monday Sept. 17 1:30-3 LIB 113 Meets every Monday.

IT Team: ?

Sub- Team Leader Meeting Friday September 12, 8:30

Sub-Team Leader Conference call with Ryan Friday