

ANGEL Team Minutes

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| Team Name | Support | | | | |
| Date | 08/05/08 | Starting Time | 2:00pm | Ending Time | 3:30pm |
| Location | SSC277 | | | Recorder | Dale Longbine |
| Members Present | Linda Hendrick, Vickie Taylor-Gore, David Hernandez, Charles Hendrick, Dale Longbine, Bill Siddens, Chris Brown | | | | |
| Member Absent | D'dee Grove, Patricia Stevens | | | | |
| Visitors | Lou Ann Seabourn | | | | |

| Topics | Discussion, Information | Action to be Taken, Decision, Recommendation, Timeline |
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| Review the process for Angel's selection at AC | Linda discussed why the committee was formed to review the decision to go with Blackboard as the LMS. Blackboard features had changed since the original decision and was no longer going to meet the needs of Amarillo College without additional cost. A committee of faculty, students and Administrators/Classified employees submitted an RFP to review other products and voted in a democratic process to recommend Angel as the preferred choice. It was nearly unanimous that Angel was superior to the other products considered with the RFP. | Members should help spread the word when they talk w/ others that the recommendation to adopt Angel was made by a faculty-driven committee |
| Do we have the right members in this group? | Everyone agreed that we do. Chris wondered about backup while he is away and it was decided that the group members most qualified could handle whatever he was working on. | |
| Discuss actions by sub team leader groups: <input type="checkbox"/> Training <input type="checkbox"/> Configuration of Angel site | Training: Chris reported that there was a meeting on 08/04/08 with Terry Kleffman, Patsy Lemaster, Brandi Clark, and Chris Brown to discuss the admin online training. The action plan for the team was to work with the developmental site and meet again with questions. Instructor training will be the "train the trainer" format. Should be starting soon. | |

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| | <p>Configuration of Angel site: This will be an ongoing process. We looked at various sites with different configurations. The team liked the tabs on the MSU example. Some discussion on deep linking the article back to the knowledgebase or other information with a link to click on for details and adding additional help at the end of articles with a Help link to AskAC contact information. Possible “how to” instructions using Captivate and/or screen prints.</p> | |
| Demo of support sites identified by the team | <p>Linda navigated through various web sites that are using Angel and were posted on the message board to get an idea of how others set up their sites.</p> <p>Common themes identified: Different sections for students and faculty</p> <p>Features we want to incorporate: tabbing</p> | <p>Bill will develop and maintain a document to act as a cumulative repository of features that need to be incorporated in our final support plan and FAQ. It will document discussion on why some ideas were dismissed and other retained so that ground doesn’t have to be re-plowed when someone from another group looks at issues.</p> |
| Discussion of sandbox experiences | <p>Discussed whether having a “buddy” would be helpful in working in the sandbox but decided that it would be best to make it a group project during a scheduled meeting in a lab. Although everyone had an account set up, no one had the opportunity to play in the sandbox.</p> | <p>Next meeting to be scheduled on 8/18/08 in BB209 computer lab to work as a group in the sandbox.</p> |
| Action items for next meeting | | <p>Linda – review existing Angel sites David – schedule room for sandbox meeting Bill – create folder/document to record ideas in one place/document and post on the portal Dale – Knowledgebase demo</p> |