

## ANGEL Team Minutes

Team Name	Support				
Date	09/23/08	Starting Time	2:00pm	Ending Time	3:30pm
Location	SSC 277			Recorder	Dale Longbine
Members Present	Linda Hendrick, Vickie Taylor-Gore, Dale Longbine, Chris Brown, David Hernandez,				
Member Absent	D'dee Grove, Bill Siddens, Charles Hendrick				
Visitors	Terry Kleffman				

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
Reviewed minutes from 09/16/08	Minutes approved with one date correction.	Dale will update minutes with correction and post on myAC – again!
Reminder of 3 goals for this sub team:	<ul style="list-style-type: none"> <li><input type="checkbox"/> Learn the Angel software well <ul style="list-style-type: none"> <li>o Most sub team members have not had time to experiment/learn on the development site</li> <li>o Vickie identified a solution to a problem she was having earlier</li> <li>o Dale signed on to the site and looked around</li> </ul> </li> <li><input type="checkbox"/> Develop FAQ <ul style="list-style-type: none"> <li>o Student FAQ's posted on the message board in myAC</li> <li>o Need instructor/course editor FAQ's</li> <li>o Reviewed timelines to compete</li> </ul> </li> <li><input type="checkbox"/> Develop procedures for help with Angel, including protocols for escalation <ul style="list-style-type: none"> <li>o Reviewed timeline for completion</li> </ul> <p style="margin-left: 40px;">Corrected the date the minutes to 9/30/08</p> </li> </ul>	
Reviewed procedures for resolving instructor problems with Angel.	Modified the protocol for escalating student problems from Programming & Network personnel to Angel Administrators.	

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Discuss procedures and protocol for class editor help with Angel.	<p><b>David's Brilliant Idea</b></p> <p>Deadline to convert course to Angel tied to training and training bases on when classes are scheduled.</p> <p>Discussion that deadlines for course set up is scheduled by the Angel Committee Team Leaders during the training sessions. Department and Division Chairs will be informed of the deadline schedule by email and are encouraged to enforce deadlines.</p> <p>Since instructors will be required to attend a training session, Terry suggested that course shells could be built from the schedule of course completion deadlines established in the training sessions. Training and deadlines will be based on when the class is scheduled (Spring Too, Summer, Fall) to meet.</p>	
Action items for next meeting		Linda will update charts.
Next Meeting		September 30, 2008 2:00 – 3:30 SSC 277