

ANGEL Team Minutes

Team Name	Support				
Date	10/07/08	Starting Time	2:00pm	Ending Time	2:50 pm
Location	SSC 277			Recorder	Linda Hendrick
Members Present	Linda Hendrick, Vickie Taylor-Gore, David Hernandez, Bill Siddens, Chris Brown, Charles Hendrick				
Member Absent	D'dee Grove, Dale Longbine,				
Visitors	Claudie Biggers				

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
Reviewed minutes from 10/30/08	Minutes approved.	
Reminder of 3 goals for this sub team:	<input type="checkbox"/> Help Procedures are completed <input type="checkbox"/> FAQ and learning the Angel software remain Moving forward with the FAQ development will be difficult or impossible until the team members learn Angel.	
Reviewed the revisions to the drawings of the Help Procedures from the last meeting	The modifications were approved by the group.	
Standard Operating Procedures associated with getting help with Angel were reviewed	The SOPs line up with the help procedures and are approved by the group.	Linda will take the Help Procedures and the SOPs to the next Team Leader meeting.

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Training	<p>Claudie and Linda reported on the training session with an Angel that took place on campus on 10/03.</p> <p>Linda proposed to the group that they meet in a lab to go over what was presented in the session. Claudie thought that was an acceptable way to proceed. The group discussed times the training can take place.</p>	Linda will secure a lab for the dates and times discussed.
Follow up items – Feed back from AskAC on problems with classes	<p>Claudie reported back from Faculty Senate that faculty are favorable to receiving feed back from AskAC about problems that students are having with online/hybrid classes. Their discussion included the possibility of regular reports being produced. Others wanted feedback immediately. They were in agreement that feedback should come to individual faculty members before going to department or division chairs.</p> <p>David reported back from the Vice President's Cabinet that the division chairs would like to receive feedback from AskAC about problem classes.</p> <p>Chris asked Claudie about the on site administrator training. Claudie will check on it.</p>	Claudie will check on the administrator training.
Action items for next meeting		Chris will make sure that each member has user ID/password for the development site before the training on Thursday.
Next Meeting (hands-on training)		<p>October 09, 2008</p> <p>1:00 – 3:00</p> <p>BB 211</p>