ANGEL Team Minutes

Team Name	Angel Sub Team Leader Meeting				
Date	July 29, 2008	Starting Time	8:00am	Ending Time	9:45
Location	Calico County			Recorder	Janice Newburg
Members Present	Jill Gibson, Becky Easton, Linda Hendrick, Terry Kleffman, Brenda Davidson, Larry Adams, Mark Hutson, Claudie Biggers, Lou Ann Seabourn, Laura Grandgenett, and Patsy Lemaster				
First meeting of the group, there are no minutes to approve.					
Member Absent	none				
Visitors	none				

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
Update From Sub Team Leaders: Communication/ Promotion, Policy, IT, Support, Education and Training, Administrative, Project Team Lead	Portal Communities **Jill Gibson and Becky Easton – Communication/Promotion**	The communication lead is responsible for maintaining clear and consistent communication throughout the implementation process. They want someone to take minutes and post them. Post them on myAC within three day of the meeting. Find ways to handle concerns. Encourage your sub-team to come to your to post their concerns. Call them "happy hours." Jill and Becky will have a small slot for a video at the faculty meeting.
	Linda Hendrick	Three deliverables: Learn Angel well – develop a support for adhoc – determine training needs – and support. Support is to build confidence. Post the minutes in both places. Post the best six hyperlinks. Leaders need to monitor and report back. Each sub-team will have their own community. This group will be the ones to look and report back. When do we open it up to the college? If you want another group set up let Linda know.
	Terry Kleffman	His group put in the decisions for the group and enters logins. Where are we going to manage cross listings?
	Brenda Davidson	She wants to add two faculty, one from IT and one

		from the Registrar's office. They are all back into sandbox accounts. Jerry Moller has been added for division chair policies. They are going to have to reduce the course sizes (bites) not content. Instructors will put all courses out on the server.
	Larry Adams	His team has not met as of this meeting.
	Lou Ann Seabourn	Reported Ryan Sweeny the contact person for Angel is encouraging our implementation time be in a year. He wants to have a "kick-off" meeting with the leaders. She noted if we have part-time faculty who would be willing to serve we should use them. JR Couser and Wendy Poling names were mentioned. Four people will go through the online training. Then the first of October we will come back and train 15. After the first training session some changes may be made. Have the trainers train their teams.
	Patsy Lemaster	Noted as soon as we get the training done we are looking at October. Patsy is looking at Angel as a more positive thing for faculty.
Time Line	Fall 2008 Initiate, Design Develop Spring 2009 Pilot, Refine Summer 2009 Launch See Handout Appendix A: Sample Timeline	Keep it positive for your faculty and students, let them know it is better and easier and 99% dependable. If you have a better idea – approach us with it.
What the Kick Off meeting scheduled for July 30@9:45 in Lib 112		
New Badger	Comments about the new badger	Name him. He could have some limited animation. He could have a college "preppy" look, or "Indiana Jones" or cap and gown.
Decide a regular meeting time for all Sub Team Leaders Questions?????	Motion was made by Becky Easton and seconded by Jill Gibson – we have the meetings on Friday's at 8:30. Motion was passed. Patsy asked we use the message boards to coordinate	

	through HQ in POD.	

Copies Handed Out::
7.3 Quick Start Guide   Appendix A: Sample Timeline
Current list of all online instructors   Copy of the new Badger Picture

Resources : Angel knowledge base (www.support.angellearning.com)
Angel online community (http://listserv.iupui.edu/archives/angel-l.html)   Angel documentation (www.support.angellearning.com)

12/01/01