Online Services Committee
Minutes

Committee/Meeting Name	Online Services Committee					
Date	September 10, 2008	Starting Time	2:00		Ending Time	3:00
Location	Library 010			Recorder		Joy Brenneman
Members Present	Bob Austin, Joy Brenneman, Diane Brice, Joy Connors, Brenda Davidson, Charlotte Goebel, Judy Johnson, Dale Longbine, Kay Mooney					
Absent	Sally Evans, Courtney Milleson, Jason Norman, Brenda Rossnagel, April Sessler, David White					
Visitors						

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
Dale Longbine	**Knowledge Base** • Now on the web, populated with FAQ's already in existence and questions received by AskAC • Sorted in folders • Feedback requested so changes may be made • Dale gave a demonstration	

Bob Austin	**General Discussions**
	• Online Staff Directory
	• Move from GroupWise to Outlook email
	• READI assessment tool
	   o AC has been able to use for free
	   o Now available to all community colleges through VCT
	• College is preparing the substantive change information for DE for SACS	

Next Meeting	TBD	