Online Services Committee
Minutes

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

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
Brenda Davidson	**ANGEL LMS** • New Director hired, Brian Nixon, will begin February '09 • Ten faculty will begin training other faculty in Spring • LMS Implementation Team will begin training 2nd week of December (training consists of two, two-hour face to face sessions and a two week online training) • Pilot in Spring Too '09, all courses switched over in Summer '09	
Bob Austin	**General Discussions** • Online summer classes will begin later to accommodate student schedules • Introduce Jarrod Madden – Information Support Specialist in the Registrar's Office	• Add to committee list
Dale Longbine	**Knowledge Base** • Receiving feedback from customers and employees	

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	• Continuous updates, links and forms added as needed or available • Noted that faculty are probably not aware of the knowledge base	• Joy – check with Paul/Carol to get Bob and Dale on the agenda for a VP's Council meeting
April Sessler	**Online Orientation** • Comevo has new upgrades available that will allow orientations specific to each campus	
David White	**Search Engine Options** • Changes to website to make it easy to navigate and search • Created a site map – available on the home page • Recreating local search box and setting priorities • Setting key words and descriptions (including site maps) for search engines such as Google, etc • Discussion of the master calendar – not used, very little information available	• David will get this on the agenda for the Web Committee
Joy Brenneman	**Title V Year Four Objectives** • Online remediation is an objective, asked for input •	
Next Meeting	February 11, 2009	Library 010

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