

Online Services Committee Minutes

Committee/Meeting Name	Online Services Committee				
Date	March 11, 2009	Starting Time	2:00	Ending Time	3:00
Location	Library 010			Recorder	Joy Brenneman
Members Present	Bob Austin, Joy Brenneman, Diane Brice, Joy Connors, Charlotte Goebel, Judy Johnson, Dale Longbine, Jarrod Madden, Courtney Milleson, Jason Norman, Kay Mooney, Brenda Rossnagel, April Sessler				
Absent	Brenda Davidson, Brian Nixon				
Visitors					

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
Dale Longbine	Staff Directory <ul style="list-style-type: none"> • Updating CMS – name, department, office location, campus address • Discussion of notification when complete and how to keep updated • Once done, can be exported to Excel spreadsheet for print copy • Allow students to communicate with staff online 	<ul style="list-style-type: none"> • Have not yet been invited to VP Council, check with Paul and Carol again
Bob Austin	Portal <ul style="list-style-type: none"> • Update on portal committee meetings <ul style="list-style-type: none"> ○ Students and faculty do use the portal ○ Some issues being discussed – email (Gmail; Microsoft Live); Datatel’s portal solution; timing (contract on current portal expires August 2009) 	
Jason Norman Diane Brice	eAdvising <ul style="list-style-type: none"> • Working on implementation • Brenda Hays and Margie Vitale piloting with certificate programs in their divisions – have gone through each student • Challenges – programming issues, advisors 	

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	<p>having to manually pull completed class from evaluation</p> <ul style="list-style-type: none"> • All students can find and plan courses even though not all advisors are using • Advisors are notified when a student does this – need a warning that site is still under construction • Should streamline registration process; green-lighting still required 	
Brenda Rossnagel	<p>Online Courses</p> <ul style="list-style-type: none"> • Question about course development and guidelines • Advising for online students – link to orientation for ANGEL 	<ul style="list-style-type: none"> • Ask Patsy and Brian to attend next meeting
Next Meeting	April 8, 2009	Library 010