

Committee Name:	E-Learning Committee		
Members attending:	Chris Akers, Alison Carter, Scott Cline, Bethany Emory, Mitch Fischer, Andrea Kennedy, Susan Kimel, Erin McCully, Danell Moses, Carolyn Porter, Cyndi Slocumb, Sheri Turk, Patty Wall,		
Date of Meeting:	9-5-17	Time:	1:00
Meeting Purpose:	Goal Setting	Meeting Chair:	Bethany Emory
		Prepared By:	Chris Akers

1. Discussion notes *(add rows as necessary)*

- Review of Course Readiness Procedures and Tools - Some changes were requested to the Course Readiness criteria/procedures. Changes requested were:
 - E-Learning staff requested to combine the Support Links and Design criteria that refer to relevant links in the course menu into one item to eliminate duplication. Change was approved with no objections.
 - E-Learning staff requested to add an item to include the Grade Center/Aviso column as a criteria for readiness. Addition was approved with no objections.
 - A faculty member requested the committee to review the course readiness criteria that limits the number of font colors used to three. The request was to increase it to five. After brief discussion of the rationale and history of the criteria and relevant theories, the committee unanimously chose to deny the request and keep the color limit for course readiness to three.
- Recap of Last Year's Activities - [see slides for recap](#)
- Potential Plans for the Year - this committee's major task for the year will be to make a recommendation on the future upgrade path of the LMS - either Blackboard Ultra or Moodle.
 - We will have test servers for both platforms available later this month (Sept).
 - E-Learning staff developed 2 rubrics to use as we evaluate the two platforms.
 - [Creation of New Materials Rubric](#)
 - [Conversion of Existing Materials \(Optional \) Rubric](#)
 - Committee members will receive a survey to provide feedback on the rubric before it is finalized.
 - Next steps were discussed. [See the slides](#) for more details.
 - A discussion was had about how to reach the final decision. Some preliminary ideas were shared. Most members did not want a direct faculty vote, but ways to allow for an informed vote were discussed.
 - The goal is to have a decision / recommendation by the end of this academic year.

2. Decisions or recommendations *(add rows as necessary)*

- Meeting Times
- Foci

3. Action Items *(add rows as necessary)*

Actions	Assigned to	Due Date
● Feedback on rubric	Everyone	9/20/17
● Evaluation of two systems using the rubric <ul style="list-style-type: none">○ Create two modules in Ultra (everyone)○ Create two modules in Moodle (everyone)○ Convert two Modules in Ultra (interested folks)○ Convert two Modules in Moodle (interested folks)	Everyone	Estimated - 11/30/17
●		

