COMMITTEE MEETING MINUTES

Committee Name:	E-Learning Committee - Update Subcommittee		
Members attending:			
Date of Meeting:	11-17-16	Time:	1:00
Meeting Purpose:	Creation of Action Plan	Meeting Chair:	Bethany Emory
		Prepared By:	

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

- Decide on the Goal
- Bethany Emory began by disseminating information regarding the types of LMS platform used by fellow community colleges in the NC System. The majority of sister institutions are using Moodle; likely due to cost.
- What direction do we take?
  - The "Ultra Experience" will streamline the look of BB and will condense the number of tools and options available to instructors.
  - Tests/quizzes, discussions, and assignments will still be available, however, other communications and functions might be limited.
  - Currently, all current exam question types are not available. However, this might change is the new platform upgrades.
  - When course content is uploaded to Ultra, we will be able to turn on the data and then submit a report of items that have not converted well; or, we can revert back to the previous version.
  - Erin McCully noted that we do have the option of applying a theme to the current version of 9.1 that will make this version look similar to Ultra.
  - There is some concern certain functionality will be diminished. How would this impact IT, Learning Support, Faculty, Etc.?
- When do we upgrade to Ultra?
  - If we upgrade, we will need transition time to be able to incorporate course information. This will likely require redundant systems (running the old and new version of blackboard).
- Do we upgrade to Ultra?
  - Upgrade will be Summer or Fall 2018 at the earliest.
  - General consensus that Beta testing needs to occur and we need to collect data to determine whether this move is needed/wanted, and when.
  - We have decided as a committee to look into the process of changing LMS platforms. Consider the cost savings, functionality, etc.
- Brainstorming - What works well, what could be improved
  - What do we need from an LMS? What is a premium to us?
  - Consider cost/benefits.
  - Plan to poll faculty

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

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3. Action Items *(add rows as necessary)*		
Actions	**Assigned to**	**Due Date**
Before next meeting, Bethany will work with Bb and Remote Learner to determine if we can get a test server.	Bethany	Early Spring Semester
Chris will be developing a survey to determine what functions are most valued by faculty.	Chris	Distribute prior to Winter Break
Based on results of survey we can develop a rubric to analyze the two LMS options to determine best fit (somewhat regardless of cost)		Early Spring / Next Meeting