Learning Management System Task Force  
October 19, 2011

12:00 – 1:30 p.m., Broadcast Building room 25

Present: David Jaeger, Randall Dean, Elspeth McCulloch, Kolve Byrd, Angela Meyer, Scott Anstadt, Pat O’Connor-Benson, Jaffar Ali Shahul-Hameed, Christopher Jordanek

Excused: Andrea Benscoter

Meeting notes:

1. Notes on the Roundtable events: The first event on Tuesday the 18th had a modest turnout, but those in attendance had good comments and questions regarding current issues with ANGEL and possible functions for the new LMS.
   Action Item: Send reminders to all students, faculty, and staff about the online and second face-to-face roundtable events.
2. Elspeth and Angela briefly summarized their meeting with and comments from the Council of Deans on Oct. 19th.
3. Preview of the Adobe Connect session for the Oct. 19th online roundtable: CJ reviewed the procedure for logging into the session and how to check the audio setup for using a microphone.
4. Joint efforts with the Faculty Senate Tech Team: Updates on the Task Force process and events were discussed at the Oct. 19th Tech Team meeting by Scott, Jaffar, and Pat. The Tech Team faculty will be a resource for communicating with groups of LMS users within each college and unit as the process moves forward and LMS candidates are investigated.
5. Review of the student technology use survey: The timeline and questions proposed for the November 2011 survey were presented by CJ. This survey is also part of a longitudinal effort to monitor and respond to student technology use in general as well as with ANGEL in particular. Discussion on the questions focused on the ensuring that meaningful feedback on what features are important in the new LMS would be collected while still maintaining the longitudinal integrity of the existing survey and not inflicting “survey overload” on students.
   Action Item: All Task Force members will review and comment on the survey questions so that the survey will be finalized before early November.
6. Moving forward with the next steps in the LMS search and selection process: Communications with FGCU Purchasing will be initiated regarding getting a template for an RFP and the logistics of having vendors come to campus to present candidates for the new LMS.

NEXT MEETING: Wednesday October 26th at 12:00 p.m.