Meeting Notes
LMS Task Force
October 26, 2011

Present: Angela Meyer, Elspeth McCulloch, Randy Dean, Pat O'Connor Benson, Scott Anstadt, Jaffar Al Shameed, David Jaeger, CJ Jordanek, Kolve Byrd

Survey Coding—Dave Jaeger—has 11 tables in Access for open ended responses, all comments copied and pasted into the tables, 3 codings—one for standout comments, one for issues: limited, challenging and unavailable, one for 4 areas: communication, content, assessment or system

Will export it out as Excel to view

Timeline for Survey—dates as CJ sent them stand—Kolve

Report—will work on report next week—send roundtable and individual feedback together—will get data to DJ for inclusion in the coding—what parts can we start filling in more

Next steps—next charge—POB met with Cathy Duff will request next charge from the Provost—do all want to continue—all wanted to continue

Meeting with Rick Pence tomorrow with CJ and POB

Discussion of possible options for vendor presentation—how to have the most people giving the most feedback—what kind of test environment—how do we encourage participation and attendance—whether to do one big session or smaller sessions