Wednesday February 15, 2012
Ad Hoc LMS Task Force meeting summary
1:30pm – 3:00pm
Broadcast Building room 25

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

**ITN status**
The ITN has officially been posted on the website of FGCU's Procurement Services. The Task Force will begin evaluating responses on March 21 and short-listed vendor visits will take place during the first two weeks of April.

**Feedback from the Faculty Senate Technology Team**
Jaffar, Pat, and Angela brought suggestions from the Tech Team’s meeting the previous day.
Suggestions include: Arrange for vendor demonstrations to take place on two consecutive days so that more faculty can attend, request either the President or the Provost to send an all-campus “ANGEL replacement process” email update as information about the vendor visits becomes available, announce the same information utilizing ANGEL, and provide a way for faculty who cannot attend a vendor presentation to submit questions they have for the vendors.

**Discussion on evaluation instruments**
To fully evaluate the ITN responses and vendor visits, a number of tools are needed. The Task Force will develop tools for evaluating both the functionality and technical components of the ITN responses, for the Task Force to use in evaluating the short-listed vendor visits and associated events, and for faculty and other stakeholders to use in evaluating vendor presentations, webinars, and/or trial accounts.
The Task Force will use the ITN to inform the creation of a rubric for evaluating responses to the ITN, and the all faculty and staff survey from Fall 2011 in creating a rubric for various stakeholders to use in evaluating the short-listed vendor visits. The Task Force formed sub-groups to develop the various evaluation tools and rubrics.

**Preparation for vendor visits**
Work with the Tech Team to maximize faculty participation in the vendor visits. Work with the Provost and the Tech Team to disseminate information to the faculty and the broader FGCU community about the activities in early April and opportunities to give feedback.

**Other business**
Request to present an update and vendor visit reminder at Faculty Senate on March 30th.