Edison Online Staff Meeting - November 2, 2011 Agenda & Minutes

- **Dean's Update (Mary)**
  - Mary Myers was not present at this meeting.

- **New staff department meeting format (Mel)**
  - New bat-time, same bat-channel
    - 1st Friday of every month? -- Beginning in December 2012
    - 10:30-12:00? Other suggestions? -- Meeting will be from 10:30- 12:00 pm on the first Friday of every month.
  - Monthly - department meetings once a month and as needed.
  - Agenda and Minutes - we will have these and they will be emailed to everyone.
  - Course Design & Training meetings will be separate and weekly.
  - Time for Kaizen (Kaizen is a Japanese business philosophy of continuous improvement of working practices, personal efficiency, etc.)
    - This will be the focus of the last half-hour of every staff meeting.
    - It's a time for show and tell, learning something new, general discussion about quality/process improvements and enhancements, etc...
    - One person will lead this part of the meeting each month -- volunteers?? - Kim Turano will lead the first session on 11/16. She will explain the Kaizen philosophy.

- **CanvasCon (Mel & Jackie)**
  - Edison is one of the cool kids
    - Canvas co-founders were very impressed by how Edison is using Canvas.
    - K-12 customers very interested in how ESC and ECHS use Canvas.
    - Being an early adopter is the bees knees.
  - Canvalytics = Analytics in Canvas
    - Robust data in a simplified visual dashboard
    - Student/Instructor/Administrator views of Participation, Communication, Grades, Outcomes, Completion Time.
    - Built-in and external flexibility (export raw data to analyze)
    - Coming in Q1 of 2012 (beta testing now)
    - Stefanie will share link to Canas Analaytics apge on Instructure's web site.
  - Canvas for iOS
    - Students/teachers - conversations, grades, activity feed, syllabus, and grades.
    - Video comments available soon; video discussions will follow.
    - Coming later in 2012: Android and Web apps, submitting assignments/quizzes
  - InstructureCon 2012 is tentatively slated for June 14-15.
  - Jackie shared some Canvas cheat sheets with everyone.

- **SACS (Everyone)**
  - Anyone attend a town hall meeting or QEP session?
  - Who has the Edison Vision, Mission, and Values memorized?
  - Questions, comments, or concerns?

- **Committee Updates** -- *as needed*
  - e-Learning Committee (Rona) - 9 people on committee including 2 administrators. Group is using Canvas for meetings and sharing files. Will be reviewing new QM rubric and looking at EOL's Course Checklist/Rubric also. Committee will also review Dobin's COP drafts.
  - Academic Tech. Committee (Mel) - Reviewing LMS Selection course and will be "voting" on acceptance of Canvas. Dobin is working with Scott to get the results.

- ○ Wellness Committee (Susan) - The committee walked in a health walk last week and is planning to organize more walks in the future (Heart Assn. in December, Breast Cancer in March).
  - ○ Staff Advisory COundil (Andrea) - The eSAC group has had four meetings so far and is coming along nicely.

- **Next Meeting: November 16th**
  - ○ Send agenda topics to Mel by November 14th
  - ○ Kaizen volunteer for this meeting? - Kim Turano
  - ○ Melissa will send a meeting invite for future meetings.

In Attendance on 11/2:

- Rona Axelrod
- Susan DeNicola
- Trivi Nallamshetty
- Andrea Posner
- Melissa Rizzuto
- Stefanie Sanders
- George Schwigk
- Jackie Smith
- Matt Swearingen
- Kim Turano