

## Edison Online - All Staff Meeting Agenda - July 12, 2012 - 9:30 am

### ATTENDANCE:

- Dobin Anderson
- Rona Axelrod (late)
- Susan DeNicola
- Loretta Fritsche
- Andrea Posner
- Melissa Rizzuto
- Stefanie Sanders
- Kim Turano
- Thomas Turano
- Scorpio Welch
- Rebecca Yost
- George Schwigk

### ABSENT:

- Mary Myers (Nova Conference)
- **EOL Staffing Update**
  - Interviews in progress for Coordinator, Edison Online Training and Support position.
- **InstructureCon 2012**
  - [https://docs.google.com/presentation/d/1LCUppaLwSdiz1Ec\\_fw2UDoylro\\_XfWLYsW\\_7ncgWlvA/edit#slide=id.g1501a5bd\\_0\\_71](https://docs.google.com/presentation/d/1LCUppaLwSdiz1Ec_fw2UDoylro_XfWLYsW_7ncgWlvA/edit#slide=id.g1501a5bd_0_71)
- **Design & Training Updates**
  - Canvas Communication and Marketing - ongoing
    - Duty Days
    - Wacky Wednesday
    - Facebook
  - Training - ongoing cohorts for fall instructors.
    - Ground instructor training course became available on July 9th.
      - Direct anyone interested to <http://online.edison.edu/canvas.php>.
      - Dobin will contact Barb Perrine for list of all web-enhanced instructors.
    - Developing revised training model to implement in the fall (for full-time and new instructors not previously certified in CE6).
    - Scorpio will host a weekly "Canvas Courtyard" for instructors to come in person to meet with designers (and trainer) to ask questions.
      - Dobin will meet with us to create a design/training unit plan.
  - Canvas Course Migrations
    - Mel will provide some numbers (yikes!): <https://docs.google.com/spreadsheet/ccc?key=0Almhul31zhpHdDk4eTIBZjZHUHVWWGtXNm5HUHZLQ0E>
    - Remaining courses will be moved by spring.
  - Course Development
    - Sixteen courses being developed or updated during the summer for fall.
  - CE6 Data Backup
    - Thomas is working on the Nursing data backups and doing an exceptional job.
    - Need to send memo to all faculty/instructors at start of fall asking them to backup anything they need in CE6 by a certain date.
  - Database Update (Dobin)

- Thomas is working on the database now that Derek is no longer here (possibly creating a web-based form using dropbox).
  - Waiting to meet with Mary to discuss a few issues with functionality.
  - Textbook database has been completed.
    - Dobin working with Jason Dudley to send this out for updates.
    - Jason Dudley will work with Dobin to put this into banner web (input, notifications, approval process, etc).
- **Wimba and Big Blue Button (Rebecca)**
  - Rebecca will provide an update on the evaluation. Discuss our options.
    - [https://docs.google.com/presentation/d/1\\_s8O5VOr7gZHw7u-0deQj8OMECfYFIFeZksIER411iA/edit#slide=id.g15238150\\_1\\_0](https://docs.google.com/presentation/d/1_s8O5VOr7gZHw7u-0deQj8OMECfYFIFeZksIER411iA/edit#slide=id.g15238150_1_0)
    - After discussion, it looks like Adobe Connect is the winner!
    - Big Blue Button .8 will be available within Canvas also.
- **Understanding what we do at Edison Online (or Edison State College)**
  - Loretta will discuss Online Advising.
  - *Volunteer for August? or Requests for other department speakers from on campus?*
    - **IT Security**
    - Portal
- **Edison Online Blog**
  - Anyone interested in writing a post, please send ideas or drafts to Mel.
  - <http://edisononlineblog.blogspot.com/>
- **FYE**
  - Dobin has met with all FYE instructors.
  - All course will use Canvas and outcomes (track mastery).
- **Committee Updates -- as needed**
- **Kaizen schedule will be as follows with a focus on short activities related to the book we read:**
  - *May: The Five Dysfunctions of a Team - Absence of trust*  
<https://docs.google.com/presentation/d/10QRcTgyQw9ApC8PyYd9IAHYtDQOcKBTR21uWNZoNxhw/edit>
    - Kim shared some of her feedback about how she benefited from the activity.
    - Stefanie read an excerpt from the book.
    - Group discussed the importance of discussing the activities afterwards.
  - June: Recap/Discussion about May activity
  - **July: The Five Dysfunctions of a Team - Fear of conflict**
    - **Include an overview of the dysfunction.**
    - **Conduct an activity.**
    - **Discussion afterwards.**
  - August: The Five Dysfunctions of a Team - *Lack of commitment*
  - September: The Five Dysfunctions of a Team - *Avoidance of accountability*
  - October: The Five Dysfunctions of a Team - *Inattention to results*

- *Remaining months TBD...*
- **Next Meeting:** Thursday, August 2nd