

Edison Online - All Staff Meeting Agenda - January 11, 2012 - 10:30 am

- **Dean's Update (Mary)**
 - Positions posted and being filled.
 - Hoping to return fully in 15-weeks.
 - Very busy in Edison Online!
 - Contracts are not yet in Banner.

- **EOL Hiring Update**
 - Dobin has been promoted to Director of Academic Review and Improvement.
 - Scorpio Welch will start as a new course designer on Tuesday, 1/17.
 - Posting another course designer and training position this month.
 - Hope to post a new support position by April.
 - Susan will coordinate business cards and door frames.
 - Meeting with Steve Nice soon to discuss structure and flow of IT support within EOL (long term plans for both departments).

- **EOL Guidelines and COPs (Dobin)**
 - COP revisions - Dobin is working on these.
 - Procedures/Guidelines - moving ahead with these now that SACS visit is finished.

- **Canvas**
 - Communication
 - New graphic and link will be posed on EOL site.
 - Direct anyone interested to the EOL home page or this link: <http://online.edison.edu/canvas.php>.
 - Form revised to include "EOL Applicants"
 - Link will be sent to entire campus with announcement:
 - Mary will submit to STATEments newsletter (do adjuncts get this?)
 - Kim will assist.
 - Who can we ask about getting it on Edison home page rotation?
 - Put in web services ticket (email mark Savage if necessary)
 - Any other suggestions?
 - Department chair meeting - Dobin is on agenda for textbooks and will also bring up Canvas.
 - Marketing/communication planning committee for Canvas - set up meeting for end of January (Susan DeNicola)
 - Training (Trivi)
 - Cohort Update
 - Cohort 3 - began 10/31
 - Cohort 4 - QM reviewers - began 11/28
 - Cohort 5 - FYE Cohort (Dobin)
 - Cohort 6 - begins January 17th
 - Melissa will send tentative monthly cohort schedule through May next week.
 - Updating CE6 Certification list with a Canvas column: https://docs.google.com/spreadsheet/ccc?key=0AkF128nfeqblDGVybkdNMnNzcVE4Qlc0VWW1INFZiQ0E&hl=en_US#gid=5
 - Course Migrations (Mel)
 - Tentative migration/Training plan will be ready shortly.
 - Integration (Mel)
 - Mel and Dobin will meet with IT and Banner teams beginning of February to continue discussions (after CanvasCon and budget discussions).

- If Integration cannot be completed for summer, we will hire an outside consultant.
 - Canvas Resource Courses (Mel)
 - Name selected: Information Stations
 - Links are being set up and will be launched later this month.
 - <https://edison.instructure.com/courses/154025>
 - <https://edison.instructure.com/courses/154026>
- **Spring Faculty Institute(Susan)**
 - Dates? - March 30 & 31
 - Ideas?
- **Edison Online Retreat (Susan)**
 - Dates? - possibly February
- **Proctored Testing**
 - Update from meeting with Testing (Kim)
 - Remote Proctors: Proctor U pilot (Dobin)
- **Sloan-C (Trivi & Mel) - Share some highlights -- *move to next month***
- **Checklists** - Mel will pass out some very rough drafts for future discussion.
- **Committee Updates -- *as needed***
 - ESAC - Discussion of staff bonuses; meeting regularly.
 - eLearning - COP discussion ongoing; Canvas training session; Success strategies survey; Attendance Verification database.
 - SACS - leadership committee revised with more members; Canvas will be used for data collection/narratives.
- **Kaizen:**
 - **Introduction to TeamViewer (Trivi) --- *Rescheduled for February***
 - **Stefanie has volunteered to share her Kaizen today (time permitting).**
- Kaizen Schedule will be as follows:
 - January: Stefanie ?
 - February: Stefanie Sanders (or Trivi)
 - March:Dobin Anderson
 - April: Rona Axelrod
 - May: Susan DeNicola
 - June: Andrea Posner
 - July: Scorpio Welch
 - August: Robert Shannon
 - September: Mary Myers
 - October: Melissa Rizzuto
 - November: TBD
 - December: TBD

- **Next Meeting:** Friday, 02/03/2011 (first Friday of every month)