

Edison Online - All Staff Meeting Agenda - August 2, 2012 - 9:30 am

- Attendance
 - Present
 - Susan DeNicola
 - Loretta Fritsche
 - Andrea Posner
 - Melissa Rizzuto
 - Stefanie Sanders
 - George Schwigk
 - Matt Swearingen
 - Kim Turano
 - Scorpio Welch
 - Absent
 - Dobin Anderson
 - Rona Axelrod
 - Mary Myers
 - Robert Shannon
 - Thomas Turano
- **Information Security (Mohammad Rahaman)**
 - Discussion about Information Security
 - From 7 COPs to nearly 20 COPs by fall (currently being written)
 - Overview of Information Security at Edison
 - EOL can assist in creating online training about security once COPs are ready
 - Why emails do not get through and are sometimes delayed?
 - Messages are either rejected or quarantined. In either case, you would not know about them and would need to contact Mohammad.
 - Email mrahaman@edison.edu and bmunger@edison.edu if you suspect any issues with receiving emails so they can investigate.
- **EOL Staffing Update**
 - George's last day is August 14th
- **Design & Training Updates**
 - Canvas Communication and Marketing - ongoing
 - Wacky Wednesday
 - Facebook
 - Training - Last initial cohort began this week; new plan for training in certification will be created for future training.
 - Canvas Courtyard - Scorpio developing overview and coordinating sessions.
 - Course Development - Sixteen courses being developed or updated during the summer for fall.
 - CE6 Data Backup - Thomas created training for instructors. Need to send notifications.
- **Database Update (Kim)**
 - Send any information to Kim via email
 - Professor complaints, issues, comments, commendations, etc...
 - Anything that needs to be documented
 - Information can be pulled up in a report by Dobin for review

- **eSIR schedule? (Dobin)**
- **Understanding what we do at Edison Online (or Edison State College)**
 - *Volunteer for next month? or Requests for other department speakers from on campus?*
 - Registrar
 - President Allbritten
 - Testing Director
- **Committee Updates**
 - ESAC - new officers and council members for 2012-2013 (possibly longer)
- **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 (Mel)*
 - *June: Recap/Discussion about May activity (all)*
 - *July: The Five Dysfunctions of a Team - Fear of conflict (Rebecca)*
 - *August - no activity*
 - **September: The Five Dysfunctions of a Team - Lack of commitment (Scorpio)**
 - *October: The Five Dysfunctions of a Team - Avoidance of accountability*
 - *November: The Five Dysfunctions of a Team - Inattention to results*
 - *Remaining months TBD...*
- **Next Meeting: Thursday, September 6th (possibly changing) - Mel will send email to determine date**