

## Edison Online - All Staff Meeting Agenda - February 3, 2012 - 10:30 am

- **Dean's Update (Mary)**
  - Email Strategy
    - Several people met to discuss how to keep people in the loop.
    - To field is for those who should respond (try to limit to one person).
    - CC other EOL staff to keep them in the loop.
    - CC with high priority means everyone should respond.
    - CC with no "To" is just an FYI
    - BCC other EOL staff to make them aware of a potential problems, or situation with others (i.e. faculty, non-Edison employees).
    - Flag as high priority if a response is needed.
      - Use this to get Mary's attention when she is off campus.
      - Mary will move this to the top of her to-do list.
  - Other updates
    - Marketing for LMS change
    - CAP - current degree audit to Degree Works; Locating all errors in the system.
    - NLNAC - Nursing Accreditation sent to reviewers.
- **Front Door Reminder (Andrea)**
  - Front door should be locked at 4:30 pm by whomever is the last person in the building.
  - Cleaning staff has a key to the front door. They arrive around 5 pm everyday.
- **EOL Guidelines and COPs (Dobin)**
  - COP revisions - Dobin is working on these.
    - First COP is going to be sent to Dr. Harrel soon.
  - Procedures/Guidelines - moving ahead with these now that SACS visit is finished.
    - Developer, Instructor Checklists -- Share Google Doc link to everyone: <https://docs.google.com/spreadsheet/ccc?key=0Almhul31zhpHdFVSRU1jMEYzTlg2TFJqcExSWkhqZ3c>
- **Canvas Updates**
  - Communication and Marketing
    - Sent first notice in STATEments newsletter (Kim).
      - Send this bi-weekly.
    - Status of setting up marketing meeting to brainstorm more ideas? (Susan)
      - Invite college marketing team.
      - Susan will set up a meeting - email Susan if you would like to be involved in brainstorming ways to get the word out about Canvas.
    - Department chairs will use Canvas for communication.
      - Melissa will contact Danny Ramos about getting on CSV file with faculty/ teacher users to load into Canvas.
  - Training
    - Best practices added to master course as PDFs.
    - CE6 Certification list updated with Canvas columns: [https://docs.google.com/spreadsheet/ccc?key=0AkF128nfegbldGVybkdNMnNzcVE4Qlc0WW1INFZiQ0E&hl=en\\_US#gid=5](https://docs.google.com/spreadsheet/ccc?key=0AkF128nfegbldGVybkdNMnNzcVE4Qlc0WW1INFZiQ0E&hl=en_US#gid=5)
      - Andrea will update Hiring/expectations conference column
    - Cohort Schedule (draft) - emailed on 2/2/12.

- Discussion on how to share the cohort schedule with everyone...Currently, I am sending the cohort invitation one cohort at a time but I am open to making this information public (but subject to change).
    - Ideas?Post online? Send email?
      - Email on cohort by cohort basis as doing now.
      - Eventually post link to list of cohorts in Canvas Info Station so instructors can see the status or assigned cohort.
    - Tracking Canvas webinar attendance for professional development?
    - Full-time faculty will be scheduled in cohorts right away and adjuncts based on preferences and space in the cohort.
  - Course Migrations (Mel)
    - Migrations are based on cohort participants.
  - Integration (Mel)
    - Meeting with IT and Banner team on Wednesday 2/8.
  - Canvas Resource Courses (Mel)
    - Contest for kick-off (post your introduction)
    - Links are being set up and we are planning to launch the sites right after Spring break:
      - <https://edison.instructure.com/courses/154025>
      - <https://edison.instructure.com/courses/154026>
- **Spring Faculty Institute (Susan)** - March 31
  - Venue: ECHS
  - Dobin is in contact with Canvas about sponsoring lunch and sending a speaker to the event.
  - Mary and Rona will lead planning meeting to create an agenda and schedule.
- **Edison Online Retreat (Susan)**
  - Date/Location?
    - Possibly Wednesday February 22nd (Dobin will be out of town)
    - Hyatt at Coconut Point
  - Still confirming the location and date.
  - Susan will let us know soon.
- **Testing**
  - Scorpio is verifying test information currently submitted.
  - We will need to do this again before finals.
  - Temporary contract employee may be hired to help.
  - Rona will check math course midterms.
- **Committee Updates -- as needed**
  - Textbook Committee will be meeting soon to coincide with textbook selections.
- **CanvasCon Orlando**
  - Stefanie and Dobin attended/presented.
  - Nice chance to meet everyone and give feedback or ask questions.

- JR from Facilities pointed out some potential fire hazards. Nothing should be stored under the stairwell (i.e. grills). No portable heaters. Keep items away from the toaster (i.e. signs).
- Kaizen Schedule will be as follows:
  - January: Stefanie Sanders
  - February: Canvas K-12 video
  - 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, 03/02/2012 (first Friday of every month)

**ATTENDANCE:**

- Dobin Anderson
- Rona Axelrod
- Susan DeNicola
- Loretta Fritsche
- Mary Myers
- Melissa Rizzuto
- Stefanie Sanders
- Robert Shannon
- Scorpio Welch

**ABSENT:**

- Andrea Posner
- George Schwigk
- Matt Swearingen
- Kim Turano