Edison Online - All Staff Meeting Agenda - June 7, 2012 - 9:30 am

ATTENDANCE:
- Dobin Anderson
- Rona Axelrod
- Derek Brylanski
- Susan DeNicola
- Loretta Fritsche
- Melissa Rizzuto
- Stefanie Sanders
- Robert Shannon
- Kim Turano
- Scorpio Welch
- Rebecca Yost

ABSENT:
- Mary Myers
- Andrea Posner
- George Schwigk
- Matt Swearingen

- **EOL Staffing Update**
  - Instructional Coordinator - posted as "Coordinator, Edison Online Training and Support". Posting closes on June 7th.
    - Melissa will email Jana to see if we can get access to applicants sooner.
  - Susan contacted a possible student assistant (Dakota Crawford).
  - George is leaving -- we need to search for a replacement.
    - *Can we keep George on a contract basis for July (we would need to put this in as a special request based on new temporary staffing guidelines)? If not, his last day would need to be June 30th.*
    - Anyone know a student with video skills?
    - George create the following job posting:
    Edison Online at Edison State College is looking for an experienced Videographer/Editor. Must be attending Edison State College as a student for the upcoming Fall 2012 semester, and have prior experience and knowledge in the field of shooting and editing video, working independently, and working well with co-workers, professors, and fellow students. With the ability to have flexible hours and work up to 30 hours per week, while also gaining invaluable experience, this job is perfect for a college student wanting to get into the field of media production.

- **Design & Training Updates**
  - Canvas Communication and Marketing - ongoing
    - Working on admin budget for purchasing prizes.
    - Begin planning sessions for fall duty-days and something for students during first week of classes.
      - Reach out to Michelle Fanslau to get on duty days schedule.
      - Focus on ground instructors.
    - Kim posts weekly updated in STATEments newsletter.
    - Edison Online Facebook - goal to reach 1000 followers by end of the year.
  - Training - ongoing cohorts for fall instructors.

- ■ Ground instructor training course will be available on July 1.
  - ● Dobin will contact Barb Perrine for list of all web-enhanced instructors.
- ■ Create memo and document for all schedulers to let them know about choosing **CVS** as integration partner for spring.
  - ● Ask Danny to remove other options.
    - ○ May need to wait until December.
- ■ Developing revised training model to implement in the fall (for full-time and new instructors not previously certified in CE6).
- ○ Database (Derek)
  - ■ Tracking student complaints.
  - ■ Query by professor, eSIRS, comments, etc.
  - ■ Everyone in EOL will be able to utilize the web-based form to document situations and issues easily.
  - ■ Beta version will be available soon.
- ○ Canvas Course Migrations
  - ■ Most online will be in Canvas by Fall (several exceptions).
    - ● Mel will provide some numbers soon.
  - ■ Remaining courses will be moved by spring.
- ○ Course Development
  - ■ Sixteen courses being developed or updated during the summer for fall.
  - ■ Materials due for next BOT meeting by June 11th.
- ○ CE6 Data Back-up
  - ■ Dobin is planning for temporary employees to assist with Nursing data.
    - ● Grade books.
  - ■ Need to create a training module on how instructors can back up old data in CE6.

- ● **Wimba and Big Blue Button (Rebecca)**
  - ○ Review list of possible confernecing tools to erplace Wimba and supplement BBB: http://c4lpt.co.uk/directory-of-learning-performance-tools/web-meetingconferencing-virtual-classroom-tools/
  - ○ After review, we will discuss and make selection at next staff meeting.
  - ○ Rebecca will send or post a google doc for comments.
    - ■ https://docs.google.com/spreadsheet/viewform?formkey=dEJwOVBRaGR2WUVLTlJra3NWNmNjMWc6MQ

- ● **Understanding what we do at Edison Online (or Edison State College)**
  - ○ Kim will discuss solving student problems
    - ■ Presentation: https://docs.google.com/open?id=0B1mhuI31zhpHWHVZcmExUIJUS2s
  - ○ *Volunteer for July?*
    - ■ *Loretta will discuss online advising.*
  - ○ *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/

- ■ Mel needs to update Voki post with correct avatar for text to voice.

- Look into analytics for Student Information Station.

- **Committee Updates** *-- as needed*
  - Kim mentioned that Andrea is running for a position (Eco-friendly sub committee) for ESAC.

- **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/10QRcTgyQw9ApC8PyYd9lAHYtDQOcKBTR21uWNZoNxhw/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
  - <mark>July: The Five Dysfunctions of a Team - *Fear of conflict*</mark>
    - <mark>Include an overview of the dysfunction.</mark>
    - <mark>Conduct an activity.</mark>
    - <mark>Discussion afterwards.</mark>
  - 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, July 5th or <u>**July 12th**</u> ????