

Edison Online - All Staff Meeting Agenda - March 16, 2012 - 10:30 am

- EOL Staff Retreat Follow-up
 - Dobin - discuss new position and what your new responsibilities include.
 - Working with college as a whole.
 - Operating procedures, committees, etc
 - Gather data on everything for Edison Online (eSIRS, retention, professor responsiveness, student issues, etc...)
 - How are we doing?
 - How can we improve?
 - Research on how to improve.
 - Dobin will be sending eSIRs (not as early in the semester as ground)
 - Unit planning for Edison Online (not specific to EOL staff planning)
 - Professor issues
 - 5 Dysfunctions of Team (book) - *Please read and be ready to discuss by next staff meeting.*
- **Staffing Update**
 - **Course Designer** - selection committee meets 3/16
 - **Instructional Coordinator** - selection committee meets 3/21
- **EOL Guidelines and COPs (Dobin)**
 - COP revisions - Dobin is working on these.
 - Dr. Harrel asked textbook committee to review and revise COPs related to textbooks.
 - 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=0Almhu31zhpHdFVSRU1jMEYzTlg2TFJqcExSWkhqZ3c>
 - Please continue to review for further discussion in April.
- **Canvas Updates**
 - New Extension & Integration Library
 - <http://help.instructure.com/forums/20630178-extension-integration-library>
 - Mel added the Khan Academy and Quizlet searches so far.
 - Dobin will check if Films On Demand can develop a similar extension.
 - Communication and Marketing
 - Notes from retreat: https://docs.google.com/document/d/1hEzZaOuuHeVJU0u67gaTVcY2alj_Pm-xhwFsMHTCyEY/edit
 - Campus meetings and presentations
 - Mel & Dobin will create sample presentation and one-sheet to be used during meetings.
 - Andrea and Susan are ordering pens.
 - 500 pens with two colors.
 - Should arrive by faculty institute.
 - SGA Presentation update (Scorpio)
 - ESAC Presentation update (Andrea)
 - Will use a canvas course as a portal tool.
 - Melissa will create and present a tutorial.
 - Canvas Information Stations
 - Plan to Launch at faculty Institute - Ready for review week of March 19th

- Robert & Kim are leading the Student Information Station development and maintenance.
 - Course design team working on Instructor course.
 - Training & Course Migrations (Mel) - ongoing
 - Integration - ongoing discussions with Canvas, IT and Banner
- **Edison Online Blog - Launch on April 1st after Faculty Institute?**
 - Contributing Writers - see smartsheet for tentative schedule/articles (flexible).
 - Each post should be reviewed by at least two other people.
 - Send to Mel for posting.
- **Spring Faculty Institute (Susan) - March 31**
 - Agenda draft including action items/tasks: <https://docs.google.com/document/d/1TEiMfLo87c6l677eFH9R4piGMiynAxFY2PkxkWQRwjU/edit>
 - Set up meeting for next week to finalize agenda items and action items.
 - Mel will send a meeting invite for Monday.
 - Plan for a meeting the following week also.
 - FGCU declined invitation.
 - Professional development for those watching video archive?
 - Provide a summary and share how this information is valuable to your role as an online instructor....
 - George will be able to record the video (morning only).
- **Smartsheet**
 - Review of how to use it.
 - Reminder to use it often.
- **Committee Updates -- as needed**
 - Wellness Committee
 - Annual health fair (email was sent; Susan has cards to pass out) - \$25 gift card for participation.
 - College can get \$10k based on participation levels.
 - Textbook Committee (Dobin)
 - Erin Harrel supports textbook database. Judi Pultro working with Dobin to include in her unit planning.
 - Online/Ground book policies - currently decided by discipline chairs.
 - Humanities allows different books
 - Math uses the same books.
 - Social Science defers decisions.
 - ESAC (Andrea)
 - Eco-friendly sub-committee
 - Discussing ideas.
 - Cafeteria is already implementing some plans.
 - Canvas presentation - will use Canvas as a portal.
 - Elections for representatives in early June using a survey (possibly).
 - Asked for representation on budget council.
 - \$3 million budget gap
 - 4-day work week denied
 - Bonuses not built into the budget but will be reviewed
 - In discussion...

- Tuition increase
 - 403b match removal
 - Class size management
 - Less free printing for students
 - Send Andrea any ideas you might have...
 - Dobin suggested parking fees for students (may already be included in tuition fees). Stefanie suggested raising the rate and providing stickers.
- 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, 04/6/2012 (first Friday of every month)**
 - **Guest Speaker: Barry Paine from Financial Aid to discuss attendance verification.**

ATTENDANCE:

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ABSENT:

- Mary Myers