Dr. Kevin Charlwood opened meeting at 3:30 pm, on February 1, 2013.

In attendance were: Ann Callies, Kevin Charlwood, Andrew Herbig, Norma Juma, Bill Mach, Larry McReynolds, Pat Munzer, Denise Ottinger, Courtney Sullivan, Nancy Tate, Kelley Weber

Dr. Charlwood and others introduced the idea of holding another Desire2Learn workshop with a slightly different focus, given the success of February’s workshop with 91 people confirmed attending.

After discussion it was decided that the focus of the second Desire2Learn workshop should be helping those who utilize MyCourses only to transition, since MyCourses will be retired beginning in fall 2014. The content of this workshop would be a hands-on training on Desire2Learn’s grade book, assignment and project posting, and communication features.

Some concerns arose during the conversation. Is the grade book a big enough hook to draw participants? Can we get iPads from the library again? Would the wireless network be able to accommodate the traffic of a 90 minute session, 60 minute, or 45 minute workshop?

- It was agreed that the MyCourses Migrators will fill the session. It must be made clear that this is not a substitute for the Online Education training program. This will be for MyCourses Migrators, so that they may utilize at most the grade book, posting of course projects, syllabus, assignment, and how to communicate.
- We will be able to get iPads.
- We must contact ITS to inquire about wireless capacity related to this session. As alternatives to one 90 minute session utilizing Wi-Fi, it may be possible to utilize two computer labs for the session or we can shorten the session with few participants and hold two 45-60 minute sessions.

Dr. Charlwood will take the lead on arranging logistics and presenters for “MyCourses Migrators” session.

Dr. Charlwood asked that the committee turn their attention to the March 1st workshop, concerning the issue of violence. After much discussion it became clear that this session should focus on the positive rather than the negative; response to violence than violence on campus. Dr. Munzer summarized it as focusing on:

- How to recognize a threat of danger? (UBAT refresher)
- What can one do to minimize danger to yourself and others? (VPAT, Police, Procedures)

The people to contact to potential present or speak: Dean Forster, Marilyn Koelliker, Randy Pembrook, Gary Bayens or his designate from Criminal Justice department. Dr. Munzer suggested that we solicit Chief Forster for a title for this session.

Ann Callies, Norma Juma & Kelley Weber are taking the lead on arranging logistics for this workshop.

Dr. Charlwood concluded the meeting at 4:05 pm.