

# FDLET TEAM AGENDA

**Date|time** February 14, 2014 9:30-11 a.m. | **Location** APC 170

**Co-Leaders** Renee Tonioni, Assistant Vice President of Online Learning and Instructional Support  
Dani DuCharme, Assistant Professor of Biology, CTLT Faculty Liaison  
**Facilitator** Christine Corrigan, CTLT Manager  
**Guests** Scott Peska, Dean of Students

Topic	Presenter	Time Allotted
<b>Brunch and Review Agenda and Minutes</b> <ul style="list-style-type: none"><li>○ Discuss meeting agenda</li><li>○ Distribute minutes from last meeting</li></ul>	Renee	15 minutes
<b>Syllabus Template</b> <ul style="list-style-type: none"><li>○ Review, discuss and recommend updates to the current syllabus template</li><li>○ Discuss best location(s) for access to resource</li></ul>	Christine & Dani	30 minutes
<b>Safe Assign</b> <ul style="list-style-type: none"><li>○ Provide follow up to Faculty Orientation discussion on plagiarism</li><li>○ Discuss philosophical issues surrounding the use of plagiarism technology</li><li>○ Determine next step, i.e. devise subcommittee, table issue, recommend to move ahead toward college implementation</li><li>○ Discuss factors to consider for implementation</li></ul>	Scott & Susan	40 minutes
<b>Wrap Up</b>	Dani	5 minutes

## Other Information

**Resources:** Meeting minutes from November 15, 2013, Inspiring Insights Series handout and Waubonsee syllabus template

**Special Notes:** Next Faculty Development Learning Excellence Team meeting is April 18, 2014; 9:30-11:00 a.m. in APC 170.

