

FDLET TEAM MINUTES

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

Co-Leaders

Renee Tonioni, Assistant Vice President of Online Learning & Instructional Support
Dani DuCharme, Assistant Professor of Biology and CTLT Faculty Liaison

Facilitator

Christine Corrigan, CTLT Manager

Members in Attendance

Christine Corrigan, Amy DelMedico, Dani DuCharme, Ellen Field, Diana Fortier, Janet Gaff, Susan Harmon, Justin Hoshaw, Lynne Krantz, Tina McGehee, Linda O'Connell-Knuth, JoLynn Sedgwick, Chris Shields, Jane Thompson, Renee Tonioni, Shella Vemu, Maureen Yakovac and Steve Zusman

Guests

Dr. Scott Peska, Dean of Students

Handouts

Meeting agenda, past meeting minutes, Inspiring Insights flyer, Waubonsee Syllabus Template and Checklist, and Safe Assign handouts.

Agenda Item

Brunch, Introductions and Review of Previous Agenda and Minutes

Discussion and Result

After meeting agenda and minutes for the last meeting were distributed, Renee and Dani opened the meeting with a welcome to the members, and each member briefly introduced themselves to the group. It was determined, at this time, that

Agenda Item

Syllabus Template and Checklist

Discussion and Result

The Syllabus Template was reviewed by faculty and staff, and what should stay on it and go was discussed. Now that the template is being housed under the CTLT, it was decided it should be updated once per year (before fall semester begins). Also discussed was the need for a syllabus checklist, as most of the items on the checklist appear on the syllabus template, as well.

Agenda Item

Safe Assign

Discussion and Result

Dr. Peska and Susan Harmon addressed activating a free add-on in BlackBoard, called Safe Assign. Like Turn It In, it checks students' work for plagiarism against a school database, global database, web search and small journal database. Pros and cons of activating this free feature were discussed.

Agenda Item

Wrap Up

Next Meeting

It was decided the next meeting is to be held in the brunch format on the 18th of April, 2014 in APC 170.

