

Friday, February 8, 2008

12:30 pm – 2:00 pm

FACULTY DEVELOPMENT LEARNING EXCELLENCE TEAM AGENDA

Collins 227

Co-leaders: Renee Tonioni, Dean for Distance Learning and Instructional Technology and Maya Tolappa, Faculty Liaison & Information Systems Instructor

Facilitator: Christine Meyer

Guests:

AGENDA ITEMS

Topic	Presenter	Time allotted
Lunch, Introductions and Updates <ul style="list-style-type: none">o Distribute Meeting Agendao Distribute Minutes from Last Meeting	Maya	20 min
Technology Status <ul style="list-style-type: none">o Discuss College's timeline of converting to the following technology:<ul style="list-style-type: none">• Microsoft 2007• Vista• mywcc• WebCT 9.0o Discuss how the CTLT can support these conversions	Renee/Jane	20 min
Faculty Web pages <ul style="list-style-type: none">o Discuss new process to request and upload faculty Web pages	Maya	15 min
"The 8 th Secret" to Simplifying Technology <ul style="list-style-type: none">o Demonstrate how to integrate audio with your PowerPoint presentations for your F2F and online classes	Maya	30 min
Wrap up	Renee	5 min

OTHER INFORMATION

Resources: Meeting Minute for 12/7/07, "The 8th Secret" to Simplifying Technology

Special notes: Our next meeting is scheduled for Friday, April 25, 2008 at 12:30pm in COL 227