

# FDLET TEAM AGENDA

**Date|time** May 3, 2013 9:30-11 a.m. | **Location** APC 190

**Co-Leaders** Renee Tonioni, Dean for Distance Learning and Instructional Technology  
Dani DuCharme, Assistant Professor of Biology, CTLT Faculty Liaison

**Facilitator** Christine Corrigan, CTLT Manager  
Susan Harmon, Distance Learning Manager

**Guests** None

Topic	Presenter	Time Allotted
<b>Brunch and Introductions</b> <ul style="list-style-type: none"><li>○ Discuss meeting agenda</li><li>○ Distribute minutes from last meeting</li></ul>	Renee	15 minutes
<b>Distance Learning &amp; CTLT Faculty Support</b> <ul style="list-style-type: none"><li>○ Services to be provided at Aurora Campus</li><li>○ Best time and day for staff presence</li></ul>	Christine/Susan	15 minutes
<b>Safe Zone</b> <ul style="list-style-type: none"><li>○ Discuss how to best educate faculty and staff</li><li>○ Present during faculty orientation</li></ul>	Dani	15 minutes
<b>CTLT Offerings for Faculty</b> <ul style="list-style-type: none"><li>○ Identify training to be offered during the upcoming academic year</li><li>○ Discuss new staff role in the CTLT</li><li>○ Explore new training opportunities within the context of teaching and learning</li></ul>	Christine	40 minutes
<b>Wrap Up</b>	Dani	5 minutes

## Other Information

**Resources:** Meeting minutes from March 8, 2013

**Special Notes:** Next meeting planned for September, 2013, time and day TBD

