

# FDLET TEAM AGENDA

**Date|time** November 15, 2013 9:30-11 a.m. | **Location** APC 170

<b>Co-Leaders</b>	Renee Tonioni, Assistant Vice President of Online Learning and Instructional Support
<b>Facilitator</b>	Dani DuCharme, Assistant Professor of Biology, CTLT Faculty Liaison Christine Corrigan, CTLT Manager
<b>Guests</b>	Susan Harmon, Online Learning Manager None

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>Blackboard Project Team</b> <ul style="list-style-type: none"><li>○ Student access to course shell after course has been completed</li><li>○ Remove “send email” from Blackboard Institution page</li></ul>	Dani, Susan & Chris	40 minutes
<b>Video Solution Team</b> <ul style="list-style-type: none"><li>○ Discuss future of video streaming</li></ul>	Chris & Christine	20 minutes
<b>Spring 2014 Orientation</b> <ul style="list-style-type: none"><li>○ Discuss upcoming Orientation activities</li></ul>	Renee	10 minutes
<b>Wrap Up</b>	Dani	5 minutes

## Other Information

**Resources:** Meeting minutes from September 27, 2013 and Inspiring Insights Series handout.

**Special Notes:** Next Faculty Development Learning Excellence Team meeting is February 14, 2014; 9:30-11:00 a.m. in APC 170.

