

FDLET TEAM MINUTES

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 and CTLT Faculty Liaison
Facilitator	Christine Corrigan, CTLT Manager Susan Harmon, Distance Learning Manager
Members in Attendance	Christine Corrigan, Pat deBoom, Dani DuCharme, Janet Gaff, Susan Harmon, Ruby Kaur, Lynne Krantz, Tina McGehee, JoLynn Sedgwick, Ne'Keisha Stepney, Jane Thompson, Renee Tonioni, Steve Zusman
Handouts	Meeting agenda, past meeting minutes

Agenda Item	Brunch and Introductions
Discussion and Result	After meeting agenda and minutes from 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 the first fall meeting would also be a brunch meeting, on the same day as NFLA.

Agenda Item	Distance Learning and CTLT Faculty Support
Discussion and Result	At this time, Distance Learning and CTLT walk-in support being available at the Aurora campus was discussed. As Janet Gaff and Jo Lynn Sedgwick are both based at the Aurora campus, they showed support for this initiative. It was decided that this would be implemented this semester. Best dates and times were suggested to reach the most amount of faculty.

Agenda Item	Safe Zone
Discussion and Result	The issue of Safe Zone training, specifically for LGBT students, and wider student concerns were addressed. This initiative was supported by both full and part-time faculty, as some had not encountered this aspect of student diversity before, and training has not been offered in some time. This program is expected to launch in the fall, but not during faculty orientation.

Agenda Item	CTLT Offerings for Faculty
Discussion and Result	The new staff role of Instructional Designer was discussed. Although the position has not yet been filled, the benefits to faculty were discussed.

Agenda Item	Wrap Up
Next Meeting	It was decided the next meeting is to be held in the brunch format on the 27 th of September, 2013.