

# FDLET TEAM MINUTES

**Date|time** September 27, 2013 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; Susan Harmon, Distance Learning Manager;  
Maureen Yakovac, Instructional Designer

## **Members in Attendance**

Christine Corrigan, Amy DelMedico, Dani DuCharme, Diana Fortier, Janet Gaff, Susan Harmon, Ruby Kaur, Lynne Krantz, Tina McGehee, Linda O'Connell-Knuth, JoLynn Sedgwick, Ne'Keisha Stepney, Renee Tonioni, Maureen Yakovac and Steve Zusman

## **Handouts**

Meeting agenda, past meeting minutes and Inspiring Insights handouts

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## **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 second fall meeting would also be a brunch meeting, on the same day again as NFLA.

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## **Agenda Item**

### **Department Reorganization and Introduction of New Instructional Designer**

## **Discussion and Result**

Under the reorganization that has taken place this past summer, changes were made with in the CTLT, and the department previously known as Distance Learning. Susan Harmon introduced the changes in her newly-named division (Online Learning), including the movement of Guy Starnier from under the CTLT, and the physical movement of Bob Johnson downstairs. Christin Corrigan discussed the changes made in the CTLT, including moving Spring Barrett upstairs and the reclassification of Leann Kanan. At this time, Maureen Yakovac, the new Instructional Designer was introduced, with possible services she could offer to the faculty, to the group.

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## **Agenda Item**

### **Technology Discussion**

## **Discussion and Result**

At this time, current issues with Blackboard discussion board were brought forth, as was Diana's concern about student email access form the main page within Blackboard. Also discussed was possibly moving the start date for online courses from the Friday of the first week of classes. Due to the technicality of some of the questions, it was decided that Chris Shields would be permanently invited to future meetings to address more specific concerns.

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## **Agenda Item**

### **Upcoming Events**

## **Discussion and Result**

Inspiring Insights programming discussed by Dian Fortier, as was the Safe Zone training by Dani DuCharme. All of these events fall in the month of October, except the Doug Whitley talk, taking place on November 5<sup>th</sup>.



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**Agenda Item**

**Wrap Up**

**Next Meeting**

It was decided the next meeting is to be held in the brunch format on the 15<sup>th</sup> of November, 2013.