FerrisConnect Advisory Board Meeting Minutes
January 20, 2011

In attendance: Meegan Lillis, Mary Holmes, Mike Berghoff (AC), Marcy Parry (AC), Susan Hastings-Bishop, Cheryl Clutchy, Emily Mitchell, Bea Griffith-Cooper, Scott Randle, Kimn Hancock, Eric Quilitzsch

1. New After Hours FerrisConnect Admin to be hired – need representative from FAB on Hiring Committee – Mary
   a. There was funding for someone to work the noon to 9:00 pm shift.
   b. The first round did not result in any viable candidates, so they will be reposting the position and are looking for a FAB member to be on the committee.
      i. Marcy Parry volunteered to be on the hiring committee.

2. FerrisConnect Updated SAN Space – Mary
   a. Over break, on 12/26/2010 the servers were taken down and added additional space. Also, restriping of the drives was done to make the space used by FerrisConnect contiguous.
   b. The hope was that this would make things faster, but it has not.
      i. The admins got back on the line with Blackboard and other schools, and it appears that everyone is slow. The hide classes should work, but only somewhat.
      ii. If you are in any courses in which you were helping colleagues, etc, it will help the speed of that first page to load if you get removed from those courses. You can ask Mary or Scott or the faculty member whose course you are in to unenroll you.

3. FerrisConnect Access by Administrators – Mary
   a. Currently, the elearning administrators and the Faculty Center follow the policy of not adding anyone to a course unless directed by a department head or dean.
   b. If a faculty member would like to have someone added to his or her course, we need that in writing.
   c. If you want/need access to someone’s course who is about to retire, it is best for you to ask that faculty member to add you before they leave.
   d. The only exception is when the Registrar needs information and works with the elearning administrators to gather information. The administrators will enroll themselves in the course, get the necessary information and then unenroll themselves.

4. FerrisConnect 2.0 Course Management System Pilot Update – Mary
   a. Update
      i. We have 16 faculty in the pilot, 16 sections total, some faculty do not have a regular section (e.g. crosslisted sections). There are about 600 students.
      ii. Courses migrated well from the administrative point of view.
      iii. There were back and forth issues with enrollments, but all in all it went rather smoothly.
      iv. Question: Will there be an opportunity for show and tell from the faculty who are currently in the pilot?
      v. Question: Is this on a green light go if the pilot goes well?
         1. This is not the case, we still need the data from the evaluation before we determine whether we are going to adopt Blackboard 9.1 or pilot Moodle.
      vi. Hot of the press: Tegrity appears to be working in the pilot.
vii. Randy Vance is working with CPS.
viii. All of the PowerLinks that we currently have in FerrisConnect have been turned on in the pilot and are working.
ix. New information on Respondus Lockdown Browser, now all users will have to state which system they are on; Ferris State University Blackboard 9.1 Pilot or Ferris State University Server.
x. Concerns and comments from faculty piloting Blackboard 9.1:
   1. Chat session with students having to change browsers to get chat sessions to work – not the same browser across the board either.
   2. Pleased with the way the course is laid out; likes to be able to add menu items as desired in desired order.
   3. Issues with threaded discussions; lost an entire week of posts.
   4. There are no timed tests.
   5. There is also not a similar rubric/grading form tool available.
   6. Getting multiple versions of a file in the content/file manager area when updates are made.
b. Evaluation Form
   i. Need to put together a committee to create the evaluation for Blackboard 9.1 pilot and in the future if we have to pilot other systems.
      1. Volunteers: Eric
      2. Mary will also ask the people in the pilot if they would like to be on the committee.
      3. We may have an open invitation for the initial brainstorming meeting to include those who have good ideas but may not have the time to fully participate.
5. FerrisConnect Course Request Form Redesign – Mary
   a. 3-4 months ago we received a request to redesign the FerrisConnect course request form.
   b. The form is still under development; but the link will be available for faculty within MyFSU and either pre-populate or not require the log in.
   c. The form will automatically bring up your entire schedule and allow you to check the boxes next to the courses in which you’d like to create FerrisConnect shells for.
   d. After you click submit, you then are asked whether or not you’d like to crosslist courses. If you click yes, it will continue on to ask you which section you’d like to be the Parent section, and then which sections you’d like to be the Child sections.
   e. If you need to crosslist an already crosslisted section there will be verbiage added to the form to tell faculty to contact the administrators.
   f. This form will be rolled out within the next few weeks so that it is available before the beginning of the Summer semester.
6. Other
7. Next Meeting: February 17, 2011