FerrisConnect Advisory Board Meeting Minutes
July 22, 2010

In attendance: Meegan Lillis, Susan Hastings-Bishop, Emily Mitchell, Brad McCormick, Mary Holmes, Scott Randle, Kimn Carlton-Smith (*via Adobe Connect Pro), Randy Vance (*via Adobe Connect Pro), Amy Buse, Eunice Merwin-Beck, Bea Griffith-Cooper

1. Input about what we should be looking for in Bill’s replacement – Meegan handed out a form for input.
2. Tegrity - Mary
   a. Contract - we currently have one year remaining in our contract.
   b. FAB will want to look into Tegrity to determine if this is the best software for Ferris and if we want to continue with this service before our contract expires.
   c. As a side note, Blackboard has purchased Wimba and Elluminate.
      i. It doesn't look like Blackboard would force their customers to go to these options – we would still be able to use Tegrity.
   d. Update on July 25th between 1am and 6am - Scott
      i. There is an action plan in place to be sure that everything is working after the update - Sunday morning.
      ii. Highlights of the update:
        1. New Mac recorder – ability to process & upload recording in the background, same look as PC recorder, and forced log in
        2. Live webcasting – a default setting that the instructor can turn on and off. This will give the instructor the ability to broadcast their class live over the web at the same time that they are recording a lecture.
        3. Faster upload times – it should now only take a few minutes to upload a class lecture. *Note: This faster upload time is only for PC recordings and not Mac recordings.
        4. Embedded recordings, just like youtube videos.
        5. Remote proctoring option
        6. Administration interface options which will give the administrator more capabilities to fix issues.
   e. Network outage tonight from 10:00 pm – 2:00 am you may lose connectivity to FerrisConnect.
3. FerrisConnect 2.0 Course Management System Pilot Update – Meegan
   a. Moodle Hosting
      i. Quote from Remote Learner:
         1. $1,995.00 – Small Organization Size hosting fee
         2. $295.00 / person for Foundations of Moodle Training
         3. $395.00 / person for Administrator Course
ii. Additionally, training will be ready this Fall, roughly late September, early October for Moodle 2.0 and we would be able to pilot Moodle 2.0 in January barring any major bugs.

b. Blackboard Hosting
   i. Currently negotiating free training and a free hosted pilot for our schedule

c. Incentive
   i. We really have to be sure we are getting faculty who understand the commitment.
      1. Be sure to implement a good vetting process.
   ii. One incentive may be a trip to a conference – Blackboard, Lilly, or something else – a tool for faculty to use
   iii. Spell out in writing the expectations and commitments; have them sign a “contract” of the commitment.

d. Meegan will work on recommendation for Robbie and the Provost and then we will work further on the evaluation tool and vetting process for selecting faculty

e. Objectives of the pilot – to be included in recommendation
   i. Evaluate the ease of use/complexity of a course management system
   ii. Evaluate the ease/difficulty of migrating previously developed content
   iii. Evaluate the ease/difficulty of transitioning students to a new CMS
   iv. Evaluate hosting and training of course management systems
   v. Support / Administrative functionality use and support
   vi. Alignment to Quality Matters / supportive to standards, neutral, counter to standards

4. Technical Updates – Mary
   a. Testing of Version 8.04 in the Test environment! – Please send any comments, issues, etc to me by Aug. 2nd. In order for us to adopt for Fall 2010 Semester, this would be updated on our August 5th maintenance night.
      i. Brad has tested the system and found no critical errors.
      ii. We now have the fix for the apostrophe and the SSL fix.
         1. Additionally, the restore issues from the past have been restored.
         2. We do not know if it will fix the persistent users, although it is supposed to.
      iii. Move java version to 1.6_17 – we’ve out grown 1.6_5 there are problems with 18, 19 and 20 – so stay away from those.
   b. Developmental Course Shells – Mary will be taking over this at this time, but keep in mind that the turn around on requests may not be as quick as Mary’s office is also very busy at this time.
   c. Fall Crosslisting – please crosslist early. Ask Robbie to send a note to Deans, Departments, secretaries, etc
5. Highlights from the Blackboard Conference – tabled to next meeting
6. Next meeting date – September 16th from 11:00-12:00