FerrisConnect Advisory Board Meeting Minutes
November 18, 2010

In attendance: Meegan Lillis, Mary Holmes, Scott Randle, Randy Vance, John Urbanik, Cheryl Clutchy, Eunice Merwin-Beck, John Schmidt, Kim Hancock, Emily Mitchell, Susan Hastings-Bishop, Mike Berghof, Marcy Parry, Gloria Lukusa-Barnett

1. Tegrity
   o We are adding 1.3 TB of space to our Tegrity servers tonight (11/18/10)
   o Scott will be convening the Tegrity subcommittee
2. Update on Reset Option
   o In September we decided to remove this option; Meegan and Mary are testing it.
3. Availability of Sections
   o There has been a lot of discussion in EMAT as to when sections should be available to students. Currently, when you request your course, it is immediately available to students.
   o Some faculty would like the system to be changed so that sections are no longer available until the beginning of the semester or two weeks before.
   o Do we have the ability to set FerrisConnect to deny access to students by default? Then faculty would have to go in and grant access to the students when they are ready.
     ▪ It does not appear that it is a gradebook option to deny students access by default.
   o The global availability options in FerrisConnect available to us are:
     ▪ Available
     ▪ Not Available
     ▪ Not Available before term starts
     ▪ Not Available after term ends
     ▪ Not available before term starts/after term ends
   o We are wondering if we changed the start date to a week before the actual semester begins and then selected one of the options above.
   o FAB feels that it would be more confusing to change, particularly as we are close to having a new CMS and dual systems for a while. We may have much more robust options with the new system.
   o Mary will take our thoughts back to EMAT.
4. Section Deletes
   o On December 1st, all i-classes sections will be removed prior to Spring 2010.
     ▪ This does not include cross-listed courses, non-integrated course, or development courses.
     ▪ If a faculty member would like to have these other sections deleted they may send an email request to Mary.
5. FerrisConnect 2.0
Faculty volunteers
- Eunice Beck
- Kim Hancock
- Gloria Lukusa
- Brad McCormick
- Marilyn Skrocki
- Jon Taylor
- Michelle Teschendorf
- Randy Vance
- John Schmidt
- Rebecca Sammel
- Barb Ciaramitaro
  - Ali Konieczny from the library will work with Kim Hancock and any other Allied Health faculty to pilot embedded librarian functions.

PowerLink considerations
- CPS
- Respondus
- Lockdown browser
- Mary and John Urbanik are still communicating to Blackboard to determine the PowerLinks we will have available during the pilot.

Concerns from faculty who are of the belief that the administration is forcing Blackboard on them.
- There are misunderstandings around when the current version will be gone.
  - Currently, Blackboard is supporting our CMS version until 2013.
  - We are in a contract until June 2011, and John Urbanik is in negotiations on our future contract.
- We should communicate clearly a number of things;
  - Why we need to change
  - Why it is not possible for faculty to choose an option other than the University standard CMS
  - How it will roll-out
  - How we came to the decision
- FAB will work on a memo that all members can email to their colleagues and present in meetings.
  - Mary will generate the first draft of the memo
  - The memo will also include the list of FAB members

Project Planning
- Timeline – What’s going to happen between December and May
  - Training
    - In December, the hope is to have electronic materials available for those who are in the pilot. These materials include 40-50 3-minute videos.
Most likely, we will not be able to accommodate on-site training in December.

The first week in January is being targeted for on-site training. One-two days of training.
  - What days are better? Potentially 1 day of training and 1 day of problem resolution
    - Tuesday vote 1
    - Wednesday vote 6 – preferred date
    - Thursday vote 2
    - The group would also like to see if we can have Thursday and Friday of exam week for training. (Potentially online training, not face-to-face)

- Host system
  - Attempting to have the host system available in December.
  - Admin training will potentially be scheduled in December.

- Communication
  - John Urbanik and Mary will be working on communications for both faculty and students involved in the pilot.
    - Faculty will be responsible to communicate with department secretaries and other personnel who may get calls from students.
    - Faculty will be responsible for providing the student communication to their students.
  - Communication to TAC
  - Bea will get together the group for a communication matrix and planning meeting.

- Evaluations need to be created for faculty and students in the pilot.
- Note to the group, we are still looking for non “super users” for the pilot.

6. Next meeting: January, date to be determined