

MEETING AGENDA

Date: 9/26/2018	Time: 9:00AM – 10:00AM	Location: OD Conference Room
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Attendees

X	Greg Garrett	X	Jamie Howard
X	Charles Ott	X	Patrick Norman
X	Amanda Praino-Johnson	X	Tarena Davenport

Meeting Objectives

- EOL Guidelines [DRAFT] Updates
 - Communication Kick off Document
 - Design/Branding Section – Amanda/Charles
 - Review Process- Job Aid Update Amanda
 - Technical Specs section ☐ Charles
 - Evaluation of Training Programs Jamie/Patrick/Charles
- New Employee Orientation/Catalog
- Education Oversight Committee
- LMS Usage Policy
- Murphy
- Multimedia

Source Documents

<Y:\ID\LMS\Meetings>

https://ehsod.org/?page_id=671

Notes

No meeting next week as Amanda and Patrick are in training .

Action Items

Action	Person Responsible	Timeframe for Delivery
Kick Off Form Draft (Howard, Ott, VanThiel)	Jamie Howard	
Team will review Amanda's templates. Jamie provided	Group	

Categories below.		
Review process Group will review Job Aid.	Group	
Technical Specs continue work on helpdesk FAQ and technical specs sections	Charles	
Evaluations Sub Committee will continue their work and get back to group.	Jamie	
New Employee Orientation. Amanda and Patrick will get with Jonna to discuss what is need to update the New Employee orientation. Lean and LEAD require outside approval to make substantive changes.	Amanda & Patrick	
Catalog in EOL – Causing enrollments, need to consider catalog options	Jamie & Charles	
Education Oversight Committee finalize this document	Greg and Jill	
Naming of Classrooms at New Location (submit to Jonna)		
Evaluation Process	Patrick Norman	
Murphy. Tarena should set up time with Charles to shadow the help desk and work on the FAQ. Jamie and Charles will work on how transfer of helpdesk duties will take place	Tarena Jamie & Charles	
Decide what reporting responsibilities Tarena has at this committee	Greg & Jamie	
Multimedia should finalize the “wish list” given to him of proposed AV equipment. Charles should look at the 2 proposed cameras and decide what peripheral equipment he needs (lenses, cases, tripods, etc.) They should consult with Jamie on this issue.	Patrick & Charles	
Edit Compliance and Mandatory modules as needed by initial enrollment date. Compliance will have their modules to us by November 1, 2018.	Jamie	January 1, 2019

Minutes

- **Communication Kick off Document** Jamie updated the Kick off document to take into consideration suggestions made by other committee members. Greg discussed the need to consider merging with the Training Request Form on the WordPress site.
- **Design/Branding Section** Amanda presented sample template. This is on view at Y:\ID\LMS\Meetings\Proposed templates or <Y:\ID\LMS\Meetings>. You can also see the source of these templates on the storyline site at <https://360.articulate.com/content/templates>. Amanda also suggested having category based themes.

- New Employee Orientation
 - Mandatory
 - Contractor
 - Clinical
 - Compliance
 - ?
- **Review Process.** Amanda provided a sample Job Aid. Group will review.
 - **Technical Specs** section Charles provided an update and he is working on FAQ for the helpdesk. This is in progress
 - **Evaluation.** Jamie provided an update on the Evaluation/Reporting and Job Duties Survey. A subcommittee is looking into all three. This is comprised of Jamie, Charles and Patrick. Patrick presented some sample Kirkpatrick questions. Some discussion as to whether this was a 2 surveys a pre survey and a post training survey as some elements could not be measured immediately.

New Employee Orientation Jamie assigned this portfolio to Patrick and Amanda. Jamie suggests that we assign the AV heavy portions of the Orientation to Patrick while Amanda works on the “presentation” portions.

- **Education Oversight Committee** Jamie discussed the role of the committee and gave a draft of the founding document. Greg is to work on finalizing this document with Jill Steelman.
- **LMS Usage Policy** Jamie discussed this policy proposal and gave a bit of the history and what it was intended to do. He pointed out that the copy he had of the policy was not right. Note: Jamie found the last version that he worked on with Greg. He has forwarded that to Greg via Email and saved in the meetings folder document name LMS Policy (FY2018).docx
- **Murphy** Tarena should set up time with Charles to shadow the help desk as much as can be done remotely. Jamie is waiting on job duties update before assigning training and responsibilities that are more permanent. Jamie and Greg propose that working on the helpdesk become a major part of her LMS related duties. Tarena will have reporting responsibilities in this committee. These are to be determined.
- **Multimedia.** Jamie has dusted off and updated the old Multimedia wish list and given it to Patrick and Charles for review. They will visit the new building to scout for rooms to host AV activities on permanent and/or temporary basis.
- Jamie will handle the Compliance and Mandatory modules that are due for assignment by Jan 1, 2019.