



OLSC DEPARTMENT AGENDA

December 2, 2014

1:30 – 3:00 p.m.

Attendance: Hugo Aguilera, Meghan Chen, Mary Johnson, Sandra Weatherilt, Paul Kittle

	Item	Discussion/Outcome
1	General Notes	<p>General</p> <ul style="list-style-type: none"> • E-Learning Workshops in February 17, 18, 19.... same week as flex. • <ul style="list-style-type: none"> ○ YouTube video Captioning? ○ OU Image size management workshop ○ <ul style="list-style-type: none"> ▪ <u>Carol contact Hector (new IT trainer), inviting for training , CC Meghan and Bob Hughes</u> ▪ Stress importance of topic. Not just system administration benefits (storage capacity), but how it also affects student learning directly. Larger images will cause things to run slower, and increase loading times. Student time is very valuable, especially ones taking online classes. • 10% Moodlerooms User training increase goal • <ul style="list-style-type: none"> ○ Different forms of counting the number of trained users. ○ <ul style="list-style-type: none"> ▪ Trained doesn't necessarily mean ONLY attended training workshops. • Deans and Chairs training, January 15th 2015 (9:00am - 11:00am, 2 hour training) • <ul style="list-style-type: none"> ○ How do you look for regular and effective contact? ○ Mock review followup needs to be done in terms of helping chairs and deans learn. ○ Mary will check to see if credit can be offered for this training session. Will check with instruction office. ○ • Accreditation - • <ul style="list-style-type: none"> ○ Required to post minutes of meetings on our webpages. For all groups/committees/meetings. ○ <ul style="list-style-type: none"> ▪ Will need to go back and dig for notes from all 2014 meetings ▪ Think of WHERE we would need to post these minutes ▪ thoughts: minutes can be watered down/generalized. Nothing too specific. ▪ Meghan will schedule meeting with Hugo, Paul K, Lester to talk logistics. Tentatively scheduled for January 2015. ▪ <ul style="list-style-type: none"> ▪ Identify where on webpages these should be stored

		<p>For Hugo</p> <ul style="list-style-type: none"> • Email Lester Lawenko and suggest joining the Web Vision Meeting at Founder's hall on Dec 12th. Register through POD. • Stuff on DL website (students) must be updated and published by start of Spring 2014 registration • <ul style="list-style-type: none"> ○ Work with Carol and comb through results of student feedback, and identify pieces that were most pertinent and prioritize them, update to Meghan by Jan 7th, progress check ○ <ul style="list-style-type: none"> ▪ Get top 2 or 3 things, get the information posted. Quick and basic. Create content later (lower priority) due to schedules and lack of time left. ▪ Check schedule of classes. Use guides in there. "how to read schedule" "schedule notes", etc. ▪ Quick instructions on how to use the online class search (specifically, online classes). ▪ Help getting students prepared for class, for example, contacting their professors for requesting class information (books, etc) "start of semester help" ▪ Use MountieApp as a way to find information like professors, class search, etc. Use screenshots to create a guide. ▪ Textbook information. You can find the textbook required for *most* classes at book rack website. ▪ Quick survey, and give away some kind of reward (flash drives maybes?) ▪ <ul style="list-style-type: none"> ▪ Paul K has a survey he used for Library, copy and modify his OU asset.
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