Summary of Moodle Production Team Meeting
Wednesday, September 14, 4:00-5:00

Update on Course Backups from Bb: rep is Matt Davis:: I have informed him per Steve D of the ticket # and date.

1. Spring Deployment – Planning: We are now past the Migration phase and in the Production phase. The following plans need to be developed:

   a) Communications: Who sends what to whom each semester. We should start with a communications blast to all that serves as a sales pitch for Moodle and conveys the following information:
      i) Every course will have a Moodle shell in mid-October.
      ii) Course Studio will no longer be available as of fall 2012.
      iii) We will create an annual calendar. See attachment for very rough draft
      iv) BLOG for the faculty—Maybe a listserve. No decision.
      v) Update FAQs with info on EduStream.
      vi) Multimedia: Flex workshops, other professional development activities.

   b) Technical side
      i) Course backup: Until recently DE faculty were responsible for backing up courses, course changes, etc. If faculty were held responsible for backup, this would make it easier for IT to restore if necessary. We should be sure backups work flawlessly before we adopt. No decision.
      ii) How long will a Moodle shell remain active? Two years?

2. CROT and Turnitin: Steve will investigate further in a couple of weeks. No hurry since we will use 90-day for spring. Susan tell faculty.