Summary of Moodle Production Team Meeting Friday August 26

1. Process for adding Moodle shells for faculty during Fall 2011
   a) Burton’s spreadsheet contains all those instructors and courses that meet criteria:
      i.e., those who completed Moodle training who have a fall 2011 DE course that was
      offered in Blackboard, those who used Moodle as course support since 2009, and
      those teaching relevant courses for ECE and NUR course instructors
   b) If faculty request a Moodle shell, I will seek info from the Moodle Production team
      about whether they were mistakenly left off the list.
   c) If so, I will ask Burton to add them and I will let them know they have been added or
      if not, when they can expect to be.

2. All courses will have Moodle shells by spring 2012, which will lead to more effective
   faculty training and student course performance.

3. Luminus Message Broker (LMB): was announced to be running by mid-October.

4. Moodle 2.1 – costs and schedule: Best time to upgrade was determined to be from
   January 3-January 9. With Moodle 2.1 up by January 10. Marshall will confirm that the
   upgrade option will be available in time and that Remote-Learner can schedule the work
   that week. All will inform faculty in advance.

5. Course Studio will be taken down just before fall 2012. Faculty have been informed of
   this fact and will be reminded repeatedly by Ali, Susan, and Marshall.

6. We discussed purchasing Respondus to assist with upload of instructor test banks into
   Moodle. Marshall will cover the costs for Steve. This money could come from the $4700
   we planned to spend on the RL course conversion but this decision has not been
   finalized.

7. Burton and Alice’s roles: For now, Steve as the first line of helpdesk response will
   channel messages to Ali (training), Burton (technical) Alice (hands-on assistance) and/or
   Susan (instructional administrator). Note that in the long run if work assignment is
   substantially changed this decision may be reexamined. Steve mentioned that
   unduplicated helpdesk requests seem to be down. It was requested that the helpdesk
   team keep a running list of issues to add to FAQ, training, etc.

8. Alice requested to have one of her Community Education courses given a Moodle shell.

Topics To Be Continued:
1) Further discussion of Respondus; decision about dropping the RL 80-course upload
   must be made asap.
2) Carl Cox: library Moodle site