

# 2009-01-13 Meeting Minutes

## Meeting Minutes from 1/13/09 Joint Meeting

**Participants:** Mathieu, Janet, Nancy (UD); Peter Knoop; Steve Lonn, Josh Baron, Maggie Ricci, Kate Ellis, MAGgie Lynch

### Announcements and Introductions

1. Peter Knoop: Reorganization of Collab/Confluence groups
  - General Sakai Information
  - Building Sakai (sakai-dev)
  - Deploying Sakai (sakai-prod)
  - Using Sakai (sakai-user)

#### NOTES:

- Model after conference tracks
- Will still have separate lists/sites for specific projects
- Will take some time to implement and get people to change processes
- Would still have places to "mess around", top level of the group sites would be easy to use, as you dive down deeper things could get mess

### Today's Takeaway: [Showing Demo Courses](#)

#### DEMO NOTES:

- Robin demoed the content she has on Confluence
- Worked with rSmart to expose course sites to make them publicly accessible.
  - Need to change "realms"
  - "read only", you cannot make changes to site
- Included "Faculty demo notes" which are teaching notes that explain how the site and tools were being used.
- "Fake" student names were used to address FERPA issues (FERPA is a United States law that protects student privacy)
- Some technical limitations on making course sites public, private group forums don't work.
- Demonstration sites are linked off [Showing Demo Courses](#) and everyone can use this site to access the demonstrations
- Directions are available if you are interested in making your institutions sites public

#### DISCUSSION NOTES:

- Faculty demo notes are very helpful
- It might be useful to record these demos as screen movies for viewing any time
- UD's examples: <http://www.udel.edu/udlms/examples.html>

### What are the ongoing joint concerns of the two groups?

#### TOPICS FOR DISCUSSION:

1. Show-and-tell of Sakai facilities to the educational community at large
2. Sharing support materials among ourselves
  - a. Instructions and documentation
  - b. Sample courses and components
  - c. Support principles and policies, such as controlled increase in the level of detail and complexity
3. Case studies
4. Practices and paradigms in the application of particular tools
5. Discipline-specific courses and methods
6. War stories

#### NOTES:

Additional things to add:

- Provide structured organized feedback on pedagogical and support issues to the developer community
- Should we be addressing usability issues?
  - UX effort is already working on these issues...could we add to this?
- Overall points:
  - How can we facilitate input, feedback, comments, in a more efficient manor so that more people can participate in?
  - How can we surface issues to the groups so that it is easy to know what is going on?
  - Should we be publish more in the Newsletter?
    - Someone would need to regularly submit to the newsletter...who?
      - Individuals in each "sub-group" would submit regular updates (3-4 sentences)
      - Margaret could work with folks to check in and help organize summary
      - Sue Roig volunteered to help for the T&L, staff from Winsor could help with End User
      - Margaret will follow up on a schedule for reports

## How can those joint concerns be efficiently addressed?

1. Cross-representation
2. Joint conference calls
  - a. Regularly scheduled or ad hoc?
  - b. Videoconferencing via the Sakai Bridge or conference call via Marist service?
  - c. A take-away from each meeting? Someone could present, for 15-20 minutes, an item from one of the categories above.

## OpenedPractices.org

Purpose, participation, and procedures.

## Next Joint Meeting

- Schedule, agenda, moderator, note-taker
- Takeaway: Carol Rhodes on rebranding Captiva? Guided tour of Sakai 3?