Minutes
IT/DE Sub-committee Regular Meeting
November 11, 2024
11:00 am, Google Meet
https://meet.google.com/win-ycht-mov

I. Establishment of Quorum: Nichole Collins, Geno Castillo, Aaron Smith, Sherry Goodyear, Rachael Lucero, Guests: Billie Mathews
II. Call of Meeting to Order: 11:27 A.M.
III. Approval of Agenda: Moved by Geno Castillo and Seconded by Sherry Goodyear
Carried unanimously.
IV. Approval of Minutes (8/21/24): Moved to table by Sherry and seconded by Rachael. Motion carried unanimously.
V. Informational/Discussion Items:
    a. Open discussion
        a. LMS Update
            i. Ultra-team: Billie Mathews, Nichole Collins, Rachael Lucero, and Aaron Smith. More classes will be offered in Ultra in the Spring – need to decide who will be coming onboard to teach in Ultra. Some students have complained about it; we could do a student survey to see how students actually feel about Ultra.
        b. Training for online instruction will happen during in-service week January 6-10 to help people prepare new teachers for teaching in Ultra. Will do a mandatory training in Ultra to help teachers set up the first page of their course.
        c. Online teaching best practices
            i. QM – We could do trainings on-site at Luna because we have enough people certified in QM to conduct them.
            ii. Course availability – Still having issues with spring course availability. Classes begin January 13. By January 8, online instructors need to have their welcome page, syllabus and 1st 1-2 weeks of course material out. Having this material available helps students better realize if they are capable of passing the class which ultimately affects their success in school and their financial aid.
VI. Open Bills
    a None
VII. Action Items
VIII. New or Follow-up Items for Next Meeting's Agenda:
    a.
    b.
IX. Adjournment: Moved by Rachael and seconded by Geno. Motion carried unanimously.
X. Next Meeting: Friday, January 10, 2025; 8:00-9:00 A.M.