

**D2L TRAIN THE TRAINERS KICKOFF  
Meeting Notes**

DATE: October 17, 2012

LOCATION: Office of Instruction CO-420

TIME: 3:00 - 4:00 p.m.

PRESENT: Theodora Adkins, Ken Alexander, Mike Becker, Camme Benzler, Eloine Chapman, Curtis Corlew, Kathy Cullar, Ruth Goodin, Sandy Jones, Linda Johnson, Mary Oleson, Clint Ryan, Eng Saw, Clayton Smith, Karen Stanton, Satish Warriar, Kim Wentworth, Nancy Whitman,

ABSENT: Laurie Huffman; Debbie Wilson

GUEST: Jane Beatty

	<i>Topic/Activity</i>	<i>Follow-up</i>
<b>AGENDA:</b>		
1.	<p><b>Introductions/Announcements:</b></p> <ul style="list-style-type: none"> <li>• Self-introductions were made.</li> <li>• Eng announced that if you need a D2L account to email IT-help@losmedanos.edu. Please include your full name and your 7-digit employee ID.</li> </ul>	
2.	<p><b>The District-wide D2L Training Proposal to be presented to the District Professional Development Committee:</b></p> <p>LMC must be ready to go with D2L by summer 2013 (Blackboard expires). Mike called everyone's attention to the "Proposal for the Desire2Learn Learning Community" document and gave an overview of the rationale, goals, and objectives contained therein. The timelines for Fall 2012 and Spring 2013 listed on page 2 of the document were reviewed.</p>	
3.	<p><b>Expectations for Trainers:</b></p> <p>Mike gave an overview of the expectations for trainers for fall 2012 and spring 2012 as listed in the "Proposal for the Desire2Learn Learning Community", specifically calling attention to the following:</p> <ol style="list-style-type: none"> <li>1) Participate in a cohort of instructors who will be learning D2L.</li> <li>2) Item 2 under Fall 2012, "Attend an in-person 2 hour workshop on basics of D2L", will be held at DVC on the following dates/times: <ul style="list-style-type: none"> <li>• Friday, October 26, 9:30 a.m. – 11:00 a.m.</li> <li>• Friday, November 2, 9:30 a.m. – 11:00 a.m.</li> <li>• Friday, November 9, 9:30 a.m. – 11:00 a.m.</li> </ul> </li> </ol> <p>Sign-up for these classes on the staff development training enrollment page on the district website. Neal Skapura is also offering additional training sessions that are geared toward faculty using D2L. These training sessions are also listed on the staff development training enrollment page on the district website.</p>	

	<p>3) There will also be a separate training will be given in January 2013 on assessment tools and quizzes. In addition, on-line training for version 9 is available, but version 10 is not available yet.</p> <p>4) Assist in the development of districtwide training.</p> <p>5) Teach a D2L class in spring 2013 (if possible)</p> <p>6) As we transition during the spring 2013 trainers will lead workshops, act as a resource, and make themselves available to help during this transition.</p>	
4.	<p><b>Stipends:</b></p> <p>Stipend for each faculty is \$600.</p> <p>Ken asked whether classified would be receiving stipends as well. Mike assured him that classified trainers who are also instructor will receive a stipend.</p>	<p>Ruth: work out details of MOU's between LMC and faculty.</p>
5.	<p><b>How and when you will get your course:</b></p> <p>To have a course converted from Blackboard to D2L please do the following:</p> <ul style="list-style-type: none"> <li>• Email IT-help@losmedanos.edu</li> <li>• Provide your full name (be sure it matches WebAdvisor for synchronization)</li> <li>• Provide your full 7-digit employee identification number</li> <li>• List the semester, course name, and course section number of the course you'd like to have moved over</li> </ul> <p>Ken asked about file transfer naming conventions. D2L adheres to Microsoft's naming convention. Clayton told the group that Blackboard is easier to migrate and so LMC is ahead of the game. He said that he has migrated quizzes and they came through pretty well.</p> <p>There was discussion about the difference between Blackboard and D2L. Nancy pointed out that in D2L everything is located on one-page and there are links. With blackboard you had to drill down. Satish told the group that rosters will be auto-updated at 5 a.m. every day. There will also be a single sign-on for WebAdvisor, InSite, and D2L. In the assignments you can give voice comments and with Blackboard only written.</p> <p>Eng passed a paper for those who would like him to create an account to list their information. He cautioned to be sure to double-check no symbols, characters, or non-alpha. Mike said he would send a list out for naming conventions.</p> <p>Mike showed the InSite page that is temporarily being used to house information pertaining to D2L. It was agreed that a course site be developed where the entire group could post "ah-ha" moments, ask questions, etc. Ruth suggested that all 30 district faculty who will be trainers also be included.</p>	<p>Mike: send out list for naming conventions.</p> <p>Mike/Eng: build course site for D2L training forum.</p>

<p>6.</p>	<p><b>Training for Online Pedagogy:</b></p> <p>The group’s feedback regarding pedagogy was as follows:</p> <ul style="list-style-type: none"> <li>• extremely important</li> <li>• it is something all online instructors need to know</li> <li>• it is necessary to maintain a certain level of quality</li> <li>• needed for best practices</li> </ul> <p>Kim said that when students come to the library’s reference desk for help with blackboard classes she has seen how they are all setup differently. It would help students with multiple courses to have their online course sites set up the same.</p> <p>Ruth told the group that there are colleges that are developing certifications for faculty. She will put together a group to do long-range planning.</p> <p>Linda indicated that @One has simple training they offer for certification. However, she cautioned that this is a sticky subject as far as requiring vs. suggesting or strongly encouraging. She also stated that a conversation regarding mandatory training would need to be districtwide. Linda has a list of books that she will email to Kim and Kim will ensure that the library has them for faculty use. Ruth would like this group to begin thinking about this topic.</p> <p>Nancy spoke to 508 compliance. Kim told the group that all of the library’s electronic resources are 508 compliant. The group agreed that all fonts used must be ADA compliant.</p>	<p>Ruth: put together a group to do long-range planning on online certification.</p> <p>Linda: email book list to Kim</p>
<p>7.</p>	<p><b>Next Steps:</b></p> <p>If you are still interested in participating as a D2L trainer, please:</p> <ul style="list-style-type: none"> <li>• send an email to it-help@losmedanos.edu</li> <li>• provide your full name (be sure it matches WebAdvisor for synchronization)</li> <li>• provide your 7-digit employee identification number</li> <li>• sign up for one of Neal’s classes on the District training registration page</li> <li>• we will follow-up with more information</li> </ul> <p>Satish announced that the current branding used on the D2L site, the District “wave”, is customizable per college. We will be able to customize with links, etc.</p> <p>Adjournment @ 4:00 p.m.</p>	<p>Trainers: send an email to it-help@losmedanos.edu with your 7-digit employee identification number.</p>