

Meeting Minutes

Subject	E learning committee	Date	Nov 30th, 2011
Facilitator	Michael Prendergast Amanda Allison Julie Jarvis	Time	9am-2:30pm
Location	W.H.R Kirk	Scribe	
Attendees	Michael Prendergast, Grant Montgomery, Paul Pickard, Amanda Allison, Julie Jarvis, Matt Ronan, Brian Poste, Doug Ferguson, Karen Fisk, Matt Robinson, Doug Smith		
Regrets	Mandy Savery-Whiteway, Trish, FitzGibbon		

Key Points Discussed		
No.	Topic	Highlights
1.	Building the Context	<ul style="list-style-type: none"> -Overview of Ministry Docs, Sue Durst, Grant Clarke -Overview of Ministry Definition of e learning, blended learning -Research behind e learning -Review of Ministry Symposiums, Myths behind e learning
2.	Touring the LMS	<ul style="list-style-type: none"> -Demo and hands on exploring (Julie Jarvis facilitating) -What courses are available?
3.	What other boards are doing What we are currently doing	<ul style="list-style-type: none"> -Exploring the numbers at other boards -current board pilot projects -A look at adult education
4.	Where do we go from here? Planning	<ul style="list-style-type: none"> -Concerns regarding completion and retention rates, can we get data from other boards to explore their e learning statistics? -If implemented in either a blended model or e learning model it needs to be collaborative, include critical thinking , have global awareness -Focus on assessment as learning -Must start small and build confidence
		-Credit Recovery Pilot- NHSS via Brian Poste
		<ul style="list-style-type: none"> -Alternative site pilots via Student Success, Credit Recovery -May look different depending on the schools -Teachers need training -Educate these teachers on the LMS, explore possibilities for Credit Recovery, SAL, Alternate sites as needed per school
		-Need an alignment via the SETS team (Clinton Breau, Wendy Goodman, Brett Nielson, Patricia Post)

Key Points Discussed		
No.	Topic	Highlights
		-Summer school-explore possibilities via Roger/ Michael -Present ideas to admin council regarding LMS and summer school use (Roger and Michael)
		-Explore e learning via Adult ed? After meeting with Admin council, can we fund a teacher through this program that is already successful in our board?
		-Principals/ VPs to explore via conversations following admin council

Action Plan			
No.	Action Item(s)	Owner	Target Date
1.	Admin Council- Discussion of e Learning committee events	Michael Prendergast	Dec 11
2.	Collection of available Data, in other boards & our board in the past	Amanda Allison, Matt Robinson	2 nd Meeting Date
3.	Credit Recovery Pilot via Brian Poste NHSS	Amanda Allison, Brian Poste	Sem 2
4.	Discussions across Administrators	Michael Prendergast, Grant Montgomery, Paul Pickard, Amanda Allison	Sem 1
5.	Alternative sites Pilot Projects via Student Success and Administration request	Michael Prendergast, Amanda Allison, Administration	Aim Start Sem 2
6.	Discussion Regarding e learning and summer school via Admin Council	Michael Prendergast, Roger Ramsey, Amanda Allison	Dec 11
7.	Alignment with SETS Team	Amanda Allison Doug Smith?	Sem 1
8.	PD surrounding Pilot Projects	Amanda Allison Matt Robinson	Before Sem 2 Start Date
9.	Exploration of Adult education and e Learning	Michael Prendergast Julie Jarvis Amanda Allison	Nov 11