Essex County College
The November 18, 2008 ICAC Meeting Report for ACC

Ron Bannon

December 2, 2008
0.1 In Attendance

I was invited to attend a Middle States Steering Committee meeting to discuss the upcoming ECC self-study for Middle States. Unfortunately the meeting was scheduled for Tuesday, November 18, 2008 at 2:40 p.m. which conflicted with our scheduled ICAC meeting. Although ICAC did not physically meet, I still posted online meeting notes at: http://ecc-icac.blogspot.com/2008/11/11182008.html

0.2 What Was Discussed/Concluded/Planned

1. An electronic e-survey was distributed (attached) to ICAC members for review. This e-survey will be used to poll faculty at ECC to see what interest they have in using a Learning Management System (LMS). The survey will be sent out this month and the results will be reviewed at the next ICAC meeting.

2. On Monday, November 17, I met with Dean White, Nakesha Davis, Jeannette Lim, and Jason Shao to discuss the implementation of Sakai at ECC. Mr. Shao is employed by CampusEAI and will be providing assistance/support in ECC’s efforts in implementing Sakai.\(^1\)

Here’s a short summary of the meeting . . .

(a) Dean White and I (Ron Bannon) will meet on Wednesday, November 19th to discuss selecting four to five faculty members to initiate the use of Sakai LMS. **Update:** Dean White will contact: Doris Tori [Business], Janet Czermak [Nursing], Bob Spellman [Humanities], Rebecca Williams [English], Ron Bannon [Mathematics].

(b) Ron Bannon, Dean White, Nakesha Davis, Jeannette Lim, and Jason Shao will meet on December 1st at 11:30 a.m., to discuss issues related to implementing Sakai at ECC. **Update:** This meeting took place at 2:30 p.m., and here’s a summary of what was discussed.

- Academic Affairs reviewed the skinning (design and theme) of elearning.essex.edu. Modification decisions (graphics and text content) will be made by Academic Affairs

- Planning for December 16th ICAC Meeting—Presentation of Sakai LMS Implementation (2:40 p.m.–3:40 p.m.)

\(^1\)Sakai is an Open Source learning management system (LMS).
The December 16th ICAC meeting will involve IT staff, Mr. Shao, administrators, and ICAC members to kick off Sakai at ECC. The faculty members who agree to work on implementing Sakai will also be invited.

- Room change from T122 to 4th Floor Multipurpose Room confirmed by NaKesha Davis.
- IT will handle Internet-enabled computer, projector, and screen for room.
- NaKesha Davis and Dean White will draft an invitation to send to faculty and other councils.
- Group determined a broad outline of the presentation (Sakai @ ECC and as a supplementary online learning tool)

**Part I** Dean White will briefly introduce Sakai Learning Management System (LMS) and its importance to ECC.

**Part II** Jason Shao of CEAI will outline his role in helping ECC implement Sakai.

**Part III** Jason Shao and Jeannette Lim will give a short demonstration of Sakai.

**Part IV** Ron Bannon will introduce the core group training strategy.

**Part V** Question and answer session.

Starting next year these selected faculty members would then report to ICAC during ICAC’s regularly scheduled meetings. Issues related to designing a supplementary online presence, and review of their progress would be discussed by ICAC members and participants. This in fact would be one large subcommittee of ICAC with multiple sub-projects. The use of Sakai will be solely in support of existing classroom based courses and to my knowledge will not conflict with the existing Faculty Contract. However, ECC’s Faculty Association will invited to participant in ICAC’s discussions related to implementing Sakai at ECC.

I am hopeful that by the end of this academic year that we can have a Sakai presence at ECC that will provide the necessary critical mass needed to gain Sakai usage growth among our faculty.