

Ohio Commons for Digital Education (OCDE)
COURSEWARE TASK FORCE

March 10, 2003
11 am – 3 pm

Meet at OhioLink offices
2455 North Star Road
Columbus, OH
Phone: (614) 464-1266

MEETING AGENDA

(lunch will be provided)

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| 1. (11 am) Call to order and Introductions | Mann |
| 2. Select a task force secretary to keep meeting minutes | All |
| 3. Vision and Project Plan for the Ohio Commons for Digital Education | Carey |
| 4. Roundtable: our current knowledge of and experience with CMS (course management systems), beginning with Mark Cain's white paper | All |
| 5. Current patterns of CMS use in Ohio higher education | Carey |
| 6. Review the Task Force charge and define general goals | All |
| 7. Define the processes and team(s) needed to generate recommendations by May 15, 2003 | All |
| 8. Define timeline with milestones and deliverables | All |
| 9. Work on project topics | All |
| 10. Discuss asynchronous collaboration methods | All |
| 11. Set next meeting date (entire TF and/or subgroups) | All |
| 12. Summarize action items | Mann |
| 13. (3:00 p.m.) Adjournment | Mann |