

Minutes

NELUG Meeting

August 14, 2007
5:30pm – 7:30pm
Athena Health, Watertown, MA

Lead Facilitator:

Laura Gillenwater, Chairpers

Host:

Michael Goldsmith, Athena Health

Attendees:

Michael Goldsmith, Barry O'Brien, Mark Tuttle, April Morin, Carmie Boutin, Mary Keenan, Laura Gillenwater, Melanie Skarning, JimLindsay, Kimberly Madaglia, Raymond Sussmann, Cyndi Stewart, Dottie LaMark, Mark Smith, Jacki Kronenberg

Agenda Topics

15 min.

Welcoming Remarks and NELUG Business

Laura Gillenwater

Discussion: Meeting participant introductions indicated that experience levels with using the Lectora software ranged from "brand new" users to "highly experienced" users.

Several locations were suggested for the November 13, 2007, meeting. Suggested locations included: the Worcester Public Library in Worcester, Liberty Mutual in Hopkinton, and Sun Life Financial in Wellesley. Kim Madaglia will look into availability at the Worcester Public Library, Mark Smith will look into availability at Liberty Mutual, and Laura Gillenwater will look into availability at Sun Life.

Dates for our 2008 meetings were discussed. Currently our meetings are held quarterly (February, May, August, and September) on the second Tuesday of the scheduled month. A proposal was made to hold our 2008 quarterly meetings on the third Tuesday of the scheduled month. Everyone agreed to the third Tuesday of the month for the 2008 meetings.

A discussion was held on whether we should continue to offer the meetings in both a virtual and "in person" attendance format, or change to a virtual only format. It is necessary for us to offer a virtual attendance format because of the wide geographic area that the New England group covers. However, several people mentioned the advantages to attending the meetings in person. Most thought it was best to continue with both options. However, because of the weather in February, it was decided that the February meeting be held with only a virtual attendance option.

A discussion was held on role terms and term limits. It was suggested that leadership terms be one year, but renewable for one additional year. After two years in one role the person must step down from that role, but can take on another role in the group.

Conclusions: Our next meeting will be held on November 13, 2007. Possible locations are being checked for availability. When the location for the meeting is determined, it will be posted to our new website: www.nelectorausers.com.

Our quarterly 2008 meetings will be held on the third Tuesday of the month: February 19, May 20, August 19, and November 18. The meetings will continue to be offered in both a virtual and "in person" attendance format. However, because of possible weather related problems, our February meeting will only be offered in a virtual attendance format.

Action items:

Person responsible:

Deadline:

Check on availability of the Worcester Public Library for the November 13 meeting.

Kim Madaglia

August 16

Check on availability of Liberty Mutual for the November 13 meeting.

Mark Smith

August 16

Check on availability of the Sun Life for the November 13 meeting.

Laura Gillenwater

August 16

10 min.

Update on NELUG Website

Mark Tuttle

Discussion: Mark Tuttle gave us a presentation on our new website. Everyone agreed that the website looked great and would provide us with a very effective communication tool. The website provides information on upcoming meetings, links to presentations given at past meetings, and Lectora tips. The website also has a section for job postings.

It was suggested that the presentations that have been given this year be sent to Mark, if this has not already been done, so that he can post them to the website. The presentations can be sent to Mark at mark.tuttle@bhs.org.

Several people had ideas for additional links that could possibly be added to the website. Barry suggested that any ideas for additional links could be sent to him at bobrien@northshorecommunications.com and he will forward them to Mark.

Conclusions: Everyone thought the website looked great! This will be a very useful communication tool for us going forward.

Action items:

Person responsible:

Deadline:

If you have given a presentation at any of the past meetings, and have not already done so, please send it to Mark at mark.tuttle@bhs.org so that he can post it on the website.

Past presenters

As soon as possible

If you have any ideas for additional links or content, send your ideas to Barry at bobrien@northshorecommunications.com

All members

None

20 min.	Collecting Feedback from Reviewers	Mark Smith
<p>Discussion: Mark Smith, from Liberty Mutual, gave a presentation on "Collecting Feedback from Reviewers." It is often difficult to find an efficient way to collect feedback as we are developing courses in Lectora. To solve this problem, Mark uses Microsoft Front Page to create a form which captures the date, the name of the reviewer, their comments, and the page number that the comments refer to. This information is captured to a csv file and then forwarded to an email address. The information can be sorted by page, reviewer, date, etc.</p>		
<p>Conclusions: There was a lot of interest from the group in how to use this tool to collect feedback from course reviewers.</p>		
<p>Action items: Mark and Barry plan to contact Trivantis developers to see if they have additional ideas for collecting feedback from reviewers.</p>	<p>Person responsible: Mark and Barry</p>	<p>Deadline:</p>

20 min.	Blended Learning with Lectora	Dottie LaMark
<p>Discussion: Dottie LaMark, from Fidelity, gave a presentation and led a discussion on using Lectora for blended learning. We first discussed the different models that we use for blended learning, and we then discussed how we currently use the Lectora software in the different portions of our blended learning. Dottie presented a blended learning model that she uses, and we then discussed where and how Lectora could be used in the model.</p>		
<p>Conclusions: This was a very active and lively discussion. Everyone was interested in both sharing ways that they currently use Lectora and in learning additional ways from others on how to use Lectora in their blended learning.</p>		

30 min.	Lectora Tips and Techniques	Kim Madaglia
<p>Discussion: Kim Madaglia asked for volunteers to present Lectora tips and techniques at our next meeting on November 13.</p>		
<p>Conclusions: If you have a Lectora tip or technique that you would like to share with the group at the next meeting, please contact Kim at madagliak@dor.state.ma.us</p>		
<p>Action items: Contact Kim if you have a Lectora tip or technique you would be willing to share at the November 13 meeting.</p>	<p>Person responsible: All members</p>	<p>Deadline: As soon as possible</p>