

## TLLP Meeting Minutes – April 23, 2013

### PD Day:

- On-track with sessions for the PD Day
- Carousel in AM for people to register for the sessions (beginner and advanced)
- Carousel will be the first opportunity for teaching staff to learn about the TLLP, what we are doing, who is involved, etc.
- Two sessions - one later in morning, and one in afternoon (Jamie to do one, Cam the other) one basic LMS session and one advanced
- Examples of LMS pages will be on display

### TLLP Training Day in Toronto:

- May 15 - 17
- Hotel booked and registered for the training session
- Cannot sign-up for individual sessions until we arrive in Toronto
- Will take a full day on the 15th for travel time

### Budget Update:

- Budget will be released after Toronto event
- Request made to board office for some budget to be released earlier to facilitate beginning the TLLP on May 1st
- Should know about early release of small budget amount later in the week
- Can get a variety of technology (iPads, MacBooks, etc), as long as the end cost is similar to the project budget

### Blog:

- The blog needs to be an area to document all meetings, sessions, etc.
- Can post photos, archive data, post links, etc.
- Survey posted on blog - is this where to host? - No, host directly from Google Drive
- Put a visitor counter (hit counter) on the blog to track number of visits and visitor locations - will provide important information about the use of the blog

### Surveys:

- Change pre-questionnaire from use at carousel to use when people first sign-up for a session with one of us
- Developed new survey for the PD Day - limit to 5 questions
- PD Day survey to be done on iPads using Google Drive
  - PD Day survey to be accessed through QR code linked to Google Drive
- Discussion: what information are we looking for and why do we want it?
  - Answer: to get an idea of who signed-up for the sessions and what their thoughts/feelings are regarding the LMS
- There will be a post survey in May 2014 for anyone who did a session with us
  - Emails to be collected when staff initially sign-up for a session
  - Send a mass email to all TLLP participants in May 2014 with a link to the post survey

### Memo to Administration:

- Two memos one for administration and one for teaching staff

- Create a staff memo or all staff email (for the west) to get word out
- Second memo to go out after the PD Day and directed at teachers to get them to sign-up for sessions

**To Do Items:**

- Robin - send memo out to administration and superintendents
- Jamie to contact d2l regarding new LMS release date
- Cam - how to get survey onto iPads for carousel
- Jamie booking iPads for PD Day
- Eventually create a teacher shell for any teacher who has expressed interest in the LMS on the PD day survey
  - An email explaining what the course shell is, how to access it, encouragement to sign-up for a session, etc. will be sent when the shell is created
- Organize "share" session with TLLP team once the funding arrives (late May) for in-depth sharing of our experience with the LMS