LMS Review Committee   
meeting #1 November 29, 2012

<http://blogs.longwood.edu/lmsreview/>

Committee Member Responsibilities  
Committee members must be willing to reach out to colleagues and peers, encourage their participation and input in the process, and bring that input back to the group discussion.  The committee members will not be responsible for selecting a product, but will ensure a comprehensive review is completed, data received from the campus community is analyzed, and a summary of results for each product is shared.  
  
Specific Tasks:  
1.  attend or review recorded session of each vendor session   
2.  read vendor report & other materials provided  
3.  try all three products in a test environment during november - early january  
4.  complete evaluation rubrics for each product  
5.  participate in or listen to recording of conference call with schools currently using each of the products  
6.  attend 3 face to face meetings on the dates below:  
Nov. 29                        3:30 – 5:00                                            initial meeting  
January 10               11:30 – 1:00 lunch provided            review data meeting  
Feb. 8                            2:00 - 4:00                                             tentative

**Nov. 29 Agenda**

Introductions

Blog/Tasks & Due Dates

Initial Impressions/Comments

Needs?

**January 10 Meeting**  
 review all feedback provided  
 phone conversations with other institutions

Discuss each LMS/ individual feedback  
 generate additional questions, needs