LMS Meeting

Tue Jun 8, 2021 11:30am – 12:30pm

Mode: Google Meet meet.google.com/ujn-yemn-qai

Attendees

Thiru.S.Sridharan, Financial Trustee, Ethiraj College Trust
Ms.Sushumna Rao, LMS Consultant
Dr.T.Usha Priya, Vice-Principal (Self-Supporting)
Dr.M.Lathakumari, IQAC Coordinator
Ms.Jane Nithya, HOD Computer Science Department
Dr.Ramana Devika, Coordinator LMS (Aided)
Dr.Veena Murali, Coordinator LMS (Self Supporting)
Thiru.Santhosh, Technology Consultant

Agenda

1. Finalizing the roadmap for the rolling-out of LMS
2. Deciding on the LMS training for faculty

Minutes

1. The College may follow a Course-focussed LMS. Initially, few courses may be designed to be offered to the final year students. In addition, the soft skills and other common courses of the second and first-year students can be offered through LMS.
2. Hands-on training on the Basics of LMS needs to be arranged for the faculty from next week. The training will be for two weeks happening in two batches of 30 members each. The dates for the training are to be finalised.
3. Identify Course Coordinators for each department who will be responsible for defining the course structure and ensuring quality control.
4. Discuss and finalize with the LMS Website Hosting Provider to make ready the infrastructure required for the hands-on training.

LMS Meeting

Wed Nov 10, 2021 04:00pm – 04:30pm

Mode: Google Meet meet.google.com/iki-ekrh-uvf

Attendees

Dr.T.Usha Priya, Vice-Principal (Self-Supporting)

Ms.Sushumna Rao Tadinada, LMS Advisor

Dr.Veena Murali, LMS Coordinator

Agenda

1. Discussion on launching LMS to the students
2. Deciding on further course of action

Minutes

1. A handbook shall be prepared for the students with step-by-step procedure on using Moodle, Moodle etiquettes and so on.
2. Details shall be collected from each Department in the Aided and Self-Supporting Stream on the number of faculty members who have undergone LMS training and the number of courses ready for launch.
3. Each department has to identify one faculty member as LMS Ambassador and shall intimate the LMS Team. The role of the LMS Ambassador is to liaise with the team and the Department.
4. A request was made by Dr.T.Usha Priya to Ms.Sushumna Rao for intimating us a convenient date for visiting the college. During the visit
   a. The Learning Management System shall be officially launched to the students.
   b. An interaction session with faculty and students as well as an Orientation session with the newly recruited faculty members shall be arranged.
   c. It was also suggested to organise a capacity building workshop on Succession Planning.

5. It was suggested that a non-credit course on Gender/Diversity shall be offered through Moodle platform.
6. Sushumna Ma'am has expressed willingness to extend assistance to faculty members who are interested in submitting proposals to SWAYAM for offering courses.
7. She has also intimated that faculty members of the college can present papers during the forthcoming International Conference on Moodle.

<div align="center">**MINUTES OF THE LMS MEETING**</div>

Date: 05.04.2022

Mode: Google Meet

Attendees

1. Ms. Sushumna Rao Tadinada, LMS Advisor
2. Dr.Veena Murali, LMS Coordinator

1. A new batch of LMS training is to be scheduled for the last week of the month.
2. Assistance to be provided to the faculty members who want to run courses on LMS.
3. Refresher course to be organised for faculty members if the need arises.
4. An International Workshop may be organised on Open Education.