

Workshop/Meeting Minutes
Thursday, July 9, 2009
Bridgers Building, Tarboro

Called to Order by: Ralph Evans, Director

Members Present: Carolyn Bazemore, Rebecca Brown, Brenda Dail, Karen Dameron, Wanda Hunt, Susie Johnson, Twanna Morales, Shana Pendergrass, Marianne Russell, Joanne Smith, Claudia Stalls, and Brenda Winborne.

Also present were Ellen Dobson, Mollie Henderson, Danny Holloman, and Ralph Evans.

Members Absent: Selma Allen, Anna Howell, Lynn Lassiter, Paula Mickey, Betty Pugh, and May Wilkins.

Agenda: This session was devoted to training in tools for Virtual Collaboration with a brief business meeting following the training.

Training: **Welcome and Overview:**
Ralph provided the group with an overview of the agenda for the day. He connected the day's functions to goals and strategies from the Collaborative strategic plan. Introduced Ellen Dobson as the workshop trainer.

Workshop Objectives: At the conclusion of the workshop, participants will have ...

- learned how to use open source web tools to facilitate virtual collaboration
- participated in a simulated virtual meeting
- developed a plan for using virtual collaboration skills gained
- created individual DimDim accounts
- scheduled a virtual meeting to take place within three weeks

Google Docs:
Ellen demonstrated some of the features available in Google Docs and had participants to create a Gmail account, if they did not already have one. Participants then participated in some online collaborative projects using Google Docs.

DimDim:

Ellen demonstrated some of the features available in DimDim as a virtual conferencing tool. Attendees participated in an online meeting. Ellen has small groups participate in an online meeting using DimDim with one of the group members serving as the meeting host.

In review, Ellen reminded the group that we now have two new tools to use and each can serve different purposes. Google Docs is a good choice when the collaboration does not have to happen among participants simultaneously. DimDim is a better tool for collaboration among participants at the same time.

Collaborative Ning:

Ralph helped participants to get setup on the Collaborative Ning network and provided a brief introduction to the site. Further training will be provided at a later time.

Sustaining the Initiative:

Representatives discussed ways to sustain this initiative. We now have four basic tools for online communication:

- The Collaborative Website (www.necollaborative.org), which is basically a static site.
- Collaborative Ning (necollaborative.ning.com), which is a more interactive site, and allows for restricted access.
- Google Docs (<http://docs.google.com>), which has features similar to Microsoft Office and can be used as a collaboration tool when participants do not have to be online simultaneously.
- DimDim (www.dimdim.com), which is a video conferencing tool that can be used for online meetings when participants are online simultaneously.

Ralph will facilitate an online meeting with the members within the next three weeks.

Committees:

Ralph passed the assignment sheet around for representatives to sign up for committees.

Business Session: **Support Coach Committee Report:** Ralph provided the members with an update of the Support Coach Committee meeting held July 1, 2009. He share the recommended agenda for the July 30 Support Coach workshop and the Collaborative approved the recommendations by consensus. Marianne agreed to coordinate refreshments for the July 30 workshop and the Collaborative will cover the costs.

Z. Smith Reynolds Update: Ralph informed the members of an invitation he received to attend a meeting at Z. Smith Reynolds on July 29 in Winston-Salem. ZSR will take care of his travel and lodging expenses. The group thought this would be a good opportunity to lay the groundwork for a grant.

We also decided to activate the Grants committee and try to prepare a proposal to be submitted by August 3, 2009. The Collaborative approved the recommendations by consensus.

Chowan Lateral Entry Course: There was discussion about the anticipated number of lateral entry teachers LEAs will have who need the on-line training. Wanda expressed a need for the training early because Warren County high schools will be starting early August. Other LEAs don't know at this time if they will have any lateral entry teachers. Ralph will follow-up with Dr. Tinkham at Chowan.

LEA Visits: Ralph reminded members that if they need him, Mollie Henderson, or Catherine Allen to attend their beginning teacher orientation or teacher talk sessions, contact the appropriate individual. Please keep in mind, this is done on a first-come, first-serve basis.

Hospitality: Susie made a suggestion that we look at planning for special events. After several suggestions and discussions, the group agreed that Susie will follow-up and report back to the Collaborative.

Plus/Delta: The Collaborative used a Plus/Delta form to provide feedback on the meeting. A summary of results is listed below.

- Plus
 - Very informative – Really like Gmail and Google Docs
 - Presenter was very good.
 - Food was great
 - GREAT!!!!
 - Ellen did and excellent job.

- Attendance was good.
 - Equipment and facility
 - Presenter
 - Learning Stretch
 - Great meeting
 - Lots of good information, just hope I can retain it all
 - Thank you – Ellen!
 - Great speaker
 - Very clear and easy to understand
 - Great tools – thanks for sharing with us
 - Great technology info!
 - Great attendance
 - Good lunch
 - Ellen did a fantastic job facilitating the training.
 - Time frame was good.
 - Lots of usual information
 - Good meeting location
 - Lots accomplished
 - Topic
 - Hands on of virtual meeting
 - Lunch
 - Room comfortable
 - Great technology with DimDim
 - Update on current workshops (mentor, etc)
 - Good morning session
 - Afternoon great too.
 - Google Docs presentation was great!
 - DimDim is a great tool!
 - Ellen Dobson was GREAT!!!
 - Lots of participants
 - New members
 - Karen and Edgecombe as hosts.
 - Chris was great with the technology support.
- Delta
 - None!
 - None
- Comments
 - “Need to continue with follow-up!”
 - “Will need lots of practice”
 - “Great lab room – very comfortable.”
 - “Easy and Free Info!”
 - “Thank you.”
 - “Thanks for everything that you do.”

- “Good to have handouts.”
- “So glad Danny Holloman was in attendance.”
- “Good Lunch!”
- “Ditto for Mollie ☺”
- “I was proud of myself.”
- “This experience opens us up to new avenues.”
- “Ellen was absolutely wonderful. She was very effective with a group with diverse technology comfort levels. I look forward to more technology sessions throughout the year.”

Announcements:

Mentor Training will be held July 27-29, 2009, at Martin Community College – Bertie Campus in Windsor.

Support Coach Workshop will be held July 30, 2009, 9:00 – 3:30 at Martin Community College – Bertie Campus in Windsor.

Support Coach Orientation will be held August 13 at the Hitch-N-Post in Williamston and August 27 at Ryan’s in Roanoke Rapids. Both sessions will begin at 5:00 pm and end at approximately 7:00 pm.

The next regular meeting will be September 4, 2009 10:00 am – 3:00 pm, in Tyrrell County.

Thanks to Karen and the Edgecombe County Schools for hosting the workshop. We had a great time.

Adjourn:

With no further business, the meeting was adjourned.

_____, Director

_____, Recording Secretary