Bosler, Jerry

From: Michael Piper [aj0386@wayne.edu]

Sent: Tuesday, May 21, 2002 5:51 PM

To: Walaskay, Ann; Scott P. Muir; Patricia Orr; Leo A. Papa; Bosler, Jerry

Cc: Duryea Callaway; Anaclare Evans

Subject: RE: DALNET Planning Team: meeting 10 summary

Dear Planning Team colleagues,

Thank you for a productive meeting this morning. Here is my understanding of our agreements:

1) Reviewing the committee survey results. Based on our discussion of the committee survey, I've attached a revised draft of our recommendations. Please review it and advise me about changes you'd like to recommend by Friday, 31 May. Then I'll send it to the DALNET Board.

2) Is the Board Secretary position still needed? Our preliminary conclusion is that the Secretary post can be eliminated, as long as we've established an effective official process of recording and maintaining minutes. We agreed that unless Karen suggests otherwise, we'll propose that the Board eliminate its Secretary post, effective 30 September 2002.

3) Planning for upcoming meetings with epixtech. The Planning Team is OK with separate meetings with epixtech, one on technical aspects such as DigitaLink and another on strategic issues. Scott and I will revise questions, grouping them according to who might be best prepared to address the questions. Then we'll commence with planning for the sessions with epixtech.

4) Plan of action for our other assignments? We agreed to defer our other assignments - developing feedback strategies and preparing a "planning toolkit" - until we complete our current tasks.

Upcoming Planning Team meetings:

- Tuesday, 11 June 2002 10 am until Noon
- Tuesday, 25 June 2002 10 am until Noon
- Tuesday, 9 July 2002 10 am until Noon
- Tuesday, 23 July 2002 10 am until Noon