**UCLCSC Minutes**  
UC Learning Center Steering Committee 1201 Shaffer Room 171  
Feb 28, 2013 3:30 PM - 4:30 PM PST

**Present**  
Marcene Anderson, Tony Beld, Wes Gray, Nicole Laird, Bill Parro, Laura Pendergast, Silas Snyder, Susan Willats

Tony opened the meeting by welcoming everyone and inviting committee members to introduce themselves.

- **Review and ratification of charter (25)**
  Before reviewing the charter, Tony began by going over the purpose and functions of the committee. He gave a brief overview of the system - that it is a system wide learning management system for managing and tracking staff (including faculty) training. Bill asked about the scope of the committee and whether content development was part of what falls under the UCLC and the committee. Tony responded that it isn’t really clear where to draw a line as, at this point, he is doing content development in support of departments like Procurement Services, EH&S, and ODEI.

After discussion about overall intent, decision-making, and scope, it was decided that the charter for the committee would be the following:

> “The UC Learning Center Steering Committee will provide oversight, guidance, and governance on a range of issues related to the LMS. These issues include, but are not limited to, policies/procedures, configuration, access, prioritization, communications, documentation, training and support.”

Discussion then moved on to examples of policies and procedures that Tony would like the committee to consider.

- **Policies and procedures (20)**
  The first example policy put forth was that compliance and compliance-related training will take precedence when it comes to the resources required to input training in the system. All agreed that was good policy. Next was a lengthy discussion about sign in sheets and registration attendance. Tony mentioned that the LMS only stores and accepts UCSC emails and that can be a challenge when inputting training from departments and units with employees that do not use their @ucsc.edu email addresses. Laura suggested that she might be able to find out through ITS how one might easily translate employee IDs into emails or other ways for campus units/departments to easily obtain emails when they may not have one on file. Tony then presented another policy for consideration. Which is that if a department/unit would like to have a training even put in the system, they are required to send a list of UCSC emails corresponding to those in attendance and that departments/units are required to use the UCLC sign in sheet. Silas suggested that the committee may be able to benefit from the experiences of similar committees on other campuses and Tony has an action item to look into it. Other examples included who does what with respect to registering users and capturing attendance and who sees what in the system. Tony will put together some example policies on this for consideration at the next UCLCSC meeting.

- **Status update (15)**
  Tony then moved on to provide an update on the status of the UCLC website [http://learningcenter.ucsc.edu](http://learningcenter.ucsc.edu) and the committee page [http://learningcenter.ucsc.edu/committee.html](http://learningcenter.ucsc.edu/committee.html). The meeting was running over so Tony went very quickly through the work in progress and backlog lists on the committee page and invited comments and suggestions on the training request page for departments/units looking to have us host their training-[http://learningcenter.ucsc.edu/training-request/](http://learningcenter.ucsc.edu/training-request/).

Meeting adjourned at 4:45 pm.