

**AAMC CGEA Spring Meeting 2010**  
**TIME Sig Business Meeting**  
**April 10, 2010**

**Minutes:**

Elizabeth R. Ryan, Ed.D, called the meeting to order. She introduced herself as the TIME Special Interest Group Keeper (Convener) for the 2009 – 2010 academic year.

Elizabeth Ryan provided the group a description of the TIME Sig NING site created by Larry Hurtubise to utilize for communication and collaboration. She explained that TIME members who provided their e-mail address on the sign-in sheet would be sent an invitation to join the NING CGEA TIME Sig social networking site.

The group discussed the interest level and topic areas for collaboration. Areas of interest to the TIME Sig Members included the following topics:

- Intellectual property issues:
  - What are the legal, ethical issues that result from creating asynchronous learning modules
  - What are the instructional road blocks that result from creating asynchronous learning modules
- What are the best practices for creating a lecture capture?
- How can we utilize educational technology to improve communication with our students?
- Create hands on workshops for using instructional technology tools for members to attend.
- The group would like to form an iPad sub-group

Elizabeth Ryan asked for TIME Recorder/Keeper Elect nominations for the 2010 – 2011 academic year. Geraud Plantegenest M.A, from the College of Human Medicine, Michigan State University, was nominated and agreed to become the TIME Keeper. Lauren Taylor, M.Ed., from the Department of Family and Community Medicine at Northwestern University Feinberg School of Medicine, was nominated and agreed to become the TIME Recorder/Keeper Elect. Elizabeth Ryan transitions out of the role of the TIME Keeper for 2009 – 2010.

The meeting was adjourned.