I. Online Self Assessment
The Online assessment has not been very effective. Not all students are taken the quiz even after the instructors repeatedly told students to do so. Anthony reminded us that NEW students will not have access to the assessment or JDCC email account unless they are registered (paid tuition) or have been previously enrolled.

We have decided to not make this assessment mandatory and will be keeping it to the online page as a tool for all students interested in taking an online course. Anthony will be adjusting the assessment in order to allow anyone access to the quiz even if they are not enrolled in the course.

II. Online Orientation
Tara brought up how she had an online orientation during the summer for her classes. She mentioned that all students who attended the session are doing much better than the students who did not show up. Tara will continue to do an online orientation for her online students and the instructors with Blackboard classes will begin to have their own orientation starting this fall. We will have orientation on the first day of drop/add and the first day after drop/add. The orientation will be via telecommunication with Atmore campus and Jan will be in charge of the Atmore campus. Anthony will do a basic overview on how to access and use your JDCC email account and Jan will do a basic overview of blackboard.

Schedule:
- Tara Medical Terminology Aug 14th at 11:00-12:00
- Tara A&P Aug 14th at 12:00-2:00
- Blackboard Classes Aug 14th at 4:00-5:00
- Blackboard Classes Aug 16th at 12:30-1:30

Ways to get the word out for orientation include send emails, call all students, and send post cards. We would like to look at the response that Lee gets from using the post cards for the new student orientation before making a decision about post cards. We do need to email our students, post this on the website and post flyers around campus (WHO WANTS TO MAKE THE FLYERS?)

Also, at the faculty meeting I will announce this to all instructor/advisors to help spread the word about the online orientation times/dates.

III. Online Webpage
We have decided to make some changes to our online webpage to make it user friendly. We are basing our page on Old Dominion University’s page. I have spread out the work for the page to the various members of the online committee. You will need to have your work in to Anthony by July 31st.

Mary Beth Front page of online webpage that includes an introduction.
Tara Online Testing Center
Jan/Carol Computer Literacy (hardware/software), Finding and Registering for your course.
Anthony Accessing your JDCC email account
Jeffery Using Library Resources
Heather Frequently asked question, learning effectively
Misti online instructor list, online course list, Mandatory Online orientation, is distance learning for me.
All the above sections will be tool bars for the student to click on that will lead them to another page on the website.

IV. Blackboard problems
All instructors are having problems with blackboard freezing up on students while taking tests. Anthony stated that this is a blackboard problem. Blackboard may be updating the site.

V. Student Email
All online instructors are using this account. Tara would like for all JDCC instructors to encourage the students to use their JDCC emails. I will bring this up at the faculty meeting.

VI. Student ID/Password
Instructor cannot look up students ID/passwords unless the student is register for the class (Paid). Therefore instructor cannot enroll student into their online account until they are out of pre-registration.

Tara had problems with her students using the blackboard ID/password for her classes. Her online program will not allow her students to have the same ID/password for her class due to security reasons. All online instructors need to be aware of this and make sure to not tell the students that “this ID/password is good for ALL online classes”. Tara would like for us to help her spread the word that her classes are set-up differently and the student cannot use the blackboard ID/password for her classes.

VII. Online Testing Center
I have prepared an online folder that will be distributed to all testing centers. If you can look over this and give me feedback, that would be great.

Tara: Include syllabus, on the sign-in sheet add a section for the TCA to PRINT their name so we can monitor who is signing in these students.

Jeffery: Change the name of the labs so there is no confusion (Leigh Library Brewton Campus, Atmore Campus Library)

Anthony: Have a monthly review of the testing center, possible have a meeting with all people in charge of the TC’s.

Tara had problems with student possibly cheating on the Atmore campus. She found out that too many people have the password at the Atmore campus and the Atmore campus is not supervising the students well during the test.

VIII. Online Syllabi
Everyone continue to work and we will try to have ready for the spring 2007. Jan needs copies from the last meeting.

IX. 2006-2007 Goals
1. Online Syllabi
2. Monthly review Testing Center
3. Make “online” a division with a Chair like all other department.
4. Course evaluations
5. Setting specific time and date for online meetings (1st Wednesday of each month at 1:30)
6. Online Orientation
7. Change the online section of the course guide for the spring 2007.