Online Committee Meeting

7-11-07

Attended: Misti Nims, Mary Beth Lancaster, Anthony Hardy, Marilyn Nicholson.
Did not attend: Carol Bates, Jan House, Heather Stone, Jeffery Faust.

I. Captivate Software
Anthony recommends that we should not start creating our online orientation through Captivate until we get the Blackboard upgrade. Anthony believes that the new blackboard will work a little differently and look different. The committee agreed and we decided to just make a list of things we would like to include.

1. Student E-mail/Pop-up blockers
2. Copy/paste and attachments
3. How to login to Blackboard
4. How to access a class
5. How to open a certain button…syllabus, assignments
6. How to open a folder
7. Discussion board/ correspondence
8. Test
9. Gradebook
10. Podcast, video

II. Blackboard Criteria
Before Anthony bids on Blackboard, he would like for us to send him a list of criteria that we need for Blackboard to have or do. For example: discussion board, all students have access to certain elements of all instructor pages, Gradebook options and such.

The committee also discussed how we are going to get all instructors on blackboard. The committee thinks that a template needs to be created to help instructors set up their syllabus, and class info. Marilyn mentioned that we need to have professional development along with mentors to help all instructors.

Anthony will know more about this as soon as we get the upgrade and he goes through an orientation

III. Online Orientation
At our next meeting, we will discuss who will be available to help work on Aug 13th at 4:00 and Aug 15th at 12:30.

IV. Next Meeting
Aug 1 at 1:30