Online Meeting  
6-6-07

Attended: Misti Nims, Carol Bates, Mary Beth Lancaster, Marilyn Nicholson, Peyton Price, Anthony Hardy, Jeffery Faust
Did Not Attend: Jan House, Heather Stone

1. Complications for out of state students trying to get their books.
   Mary Beth had a student who was out of state trying to buy their book here. The Bookstore is not set-up to distribute books via mail. Mary Beth did state that Frieda did give info to the student on how to purchase the book via internet. Anthony stated that it should not be a hard to set-up. The bookstore does have a UPS account and that the college would have to set up a fee code in the AS400. Mary Beth suggested that we only allow online students this opportunity and everyone agreed. She also suggested maybe the Atmore campus could be in charge of the mail outs. Misti said that she would send a memo to Bernie and Kathleen with our suggestion.

2. Modify the class schedule statement “contact instructor by…..”
   Everyone agreed that some students do not understand the importance of contacting their online instructor and that we should change the statement. The statement should include: To ensure that a failure to report form is not submitted resulting in the college dropping you from the course. A final draft will be constructed before the spring term starts. Misti will request in writing of the change and include Anthony as the contact person if Kelly has any questions.

3. Online Orientation as a Tutorial for students out of state.
   We will launch our online tutorial using Captive by spring 2008. At the next meeting, we will discuss what we want to cover and list the steps involved. Anthony and Jeffery will work on the project. Misti suggested that she could help them. At the next meeting, we will also decide who will be the narrator.

4. Audio through PowerPoint
   Carol shared with us, how to use audio in a PowerPoint slide. Carol uses this as an introduction to a module.

   With the Blackboard upgrade, we will be able to stream video for our classes. The committee would like to request a camera for the online division. Misti stated that she will send a memo to Kathleen for the request.

5. Blackboard Upgrade
   Anthony stated that Kathleen has agreed that the upgrade needs to take place. Anthony is waiting on the purchase and expects that we could start using this by spring 2008. Anthony is expecting to transfer ALL faculties’ info pages to Blackboard. Also, ALL students will have access to Blackboard. The only negative part is that we will not have 24 hour support. We will still have to contact Anthony with our problems and then he will be able to call support with our problems.
6. **Other**
Anthony stated that there was some confusion with student sign-up issues in Blackboard. After entering students after the drop/add period, he found that a student was enrolled into a class after the pay period. He will now set aside time to sign-up student everyday until the school purges.

7. **Next meeting**
July 11th at 8:00 am
If this is a problem please let me know ASAP. Remember that we need everyone there if possible so we can start on Captive