Online Committee Meeting  
2-7-07

I. Online Attendance Sheet

The committee agreed to use a spreadsheet form similar to the one that instructors use for a traditional class. Each instructor can change it according to how their class is constructed. Misti will work on this form and send out to the committee for approval and suggestions.

All instructors need to keep their e-mail folders for each class per semester. Anthony mentioned that the instructor could put an archive folder on a CD for additional back up. The committee agreed that it would be a great idea and Anthony suggested that we could get in Deborah to set up a professional development day to learn how to do it.

II. Online Evaluations

The committee agreed that each instructor will make an appointment with Kathleen for evaluations during the spring semester. Kathleen will meet with the instructor at her office for the evaluation. Mary Beth suggested that if an instructor has more than one online class during the semester could they pick the class to evaluate since one class may have more areas to evaluate than the other. The online committee agreed with the suggestion and will need Kathleen’s approval.

III. Promoting Student E-mail Etiquette

Mary Beth shared that she had a student e-mail her a response that was inappropriate. If the student was face to face with the instructor the student would not have said what the e-mail stated. Heather also shared that she has had a similar situation. Anthony suggested that during the online orientation that he would read an example of an inappropriate e-mail to a student as if the student was the instructor and he was the student. This would give the students an idea of how the instructor feels after reading an inappropriate e-mail. The online orientation would also include a section that would give students tips on how to e-mail an instructor appropriately. Anthony will share some “e-mail etiquette” website with the committee.

Also, the online committee agreed to add a section to the syllabus called “E-mail Etiquette”. This needs to be a common part of all online instructors’ syllabus.
IV. **Online Orientation**

The online committee agreed to make the online orientation only mandatory for all students who have not taken an online course through blackboard. The statement will also include that all online students are welcome to attend.

The online committee agreed that they would like to tag the fall/summer course schedule on the front cover like the original plans for the spring semester. The committee would like at least a 2 page spread to advertise and list all online class information. Misti said that she would check with David about the request.

The committee was please that Tonya sent out the online orientation sign in list in a timely manner this spring. The committee also wants to thank her for her help.

Anthony mentioned that Vanessa needs to know that the online orientation session does not count as a contact with the instructor.

The committee also agreed that the e-mail sent to “all students” helped to get the students taking online classes to attend online orientation and to contact their instructor. Misti will continue to send the e-mail out each semester.

V. **Other**

Heather expressed her concern with the enrollment for online classes set at 25. She feels that this is too many students for an online class and wanted to know why the class size went up from 20 to 25. Carol mentioned that a couple of semesters ago she asked to increase enrollment for one of her online classes because normally a few will end up dropping and somehow everyone class size increased. The committee agreed with Heather that the online class size needs to be at 20 due to the fact that online classes are more time consuming for the instructor therefore the quality of instruction will go down.

Anthony shared that pod casting/I-tunes is becoming more popular with students. Instructors could upload lectures and such for the student to download to listen to via mp3 player, computer, and/or I-pod. Anthony stated that he could get with us individually or as a group if we are interested.

VI. **Next Meeting**

Mary Beth would like to invite Payton to be a part of the committee from here on out. Payton will begin teaching online classes this summer.

Next meeting is set for March 7\textsuperscript{th} at 1:30 on the Brewton campus.