Online Committee Meeting
4-9-2008

Attended: Misti Nims, Anthony Hardy, Jeffery Faust, Jan House, Marilyn Nicholson, David, Willis, Jaclyn Burkett

Non Attendance: Heather Stone, Mary Beth Lancaster, Carol Bates

I. **Blackboard Update:**
   Anthony started out by giving the committee an update on the progress of Blackboard. He stated that we would not be able to start doing training until this summer. He has already created most of the classes by syncing the AS400 with Blackboard. He said it should be a smooth transition for everyone. The only thing he needs to figure out is how to create the student accounts. Instructors will not be able to create or remove students from their classes. Once a student is withdrawn from a course, their info will be automatically removed from the course. Misti’s concern with this is what if we need to go back and view the student’s progress (records) for a possible deposition. Anthony stated the info will never be removed permanently but he will need to look into that issue. Jan also had a concern with students who may earn an Incomplete. Anthony stated that the instructor needs to e-mail him as soon as we give the grade so he can allow the student permission in the class.

   Anthony showed us the new Blackboard with the buttons that the committee agreed on. All the colors will be the same across all classes for now. He did mention about possible having the different types of classes different colors. He saw this in Tuscaloosa with math classes.

   Anthony hopes to have all courses ready for summer term and wants to train the majority of the faculty at this time. He also wants to get the instructors pages ready for the fall semester.

   Anthony is also creating an Instructors help course and a student’s help course. Anthony would like all of us to e-mail him ideas for each course. The instructor’s help course will ultimately be the source that his staff will use to train the faculty members. The student help course will be used for an array of “HOW TO” issues like: copy and paste, discussion board. Misti mention it would be a site for what to do when I do not know what to do.

   Also Anthony suggested having a virtual chat for 1 hour per day. This will allow students to ask questions to a live person via chat. People answering the questions would come from the MIS department and online instructions with training.

II. **Online Orientation:**
   Mary Beth and Jan will help out at Atmore and Misti, Davis and Heather will be in Brewton

III. **Next Meeting:**
   At the next meeting we will be watching a video on Blackboard version 8.

   May 12th at 9:00 am (via telecommunications if needed)