Ad Hoc Committee: Orientation Class

Meeting

Wednesday, May 27, 2009

Members Present: Linda Miller, Lee Barrentine, Mary Beth Lancaster, Ann Lambert, Marilyn Nicholson, and Carol Bates.

Next Meeting: Wednesday, June 10th, at 2:30, IITS in Brewton and Atmore.

The committee members met to discuss the method of making changes to the custom book. All members will submit their marked chapter to Kelly. Kelly will make the changes in one copy of the textbook. The textbook will be sent to the publisher on June 12, 2009. The publisher will send the electronic copy to the committee to proof. The publisher will be contacted to determine the turnaround time on the electronic copy.

The committee members will develop four or five objectives for each chapter as well as choose an activity from the chapter that the students will complete and include in their portfolios.

Chapter 1 – Lee and Kelly
Chapter 2 – Mary Beth
Chapter 3 – Ann Lambert
Chapter 4 – Carol
Chapter 5 – Marilyn
Chapter 6 – Ann
Chapter 7 – Linda

The book representative has been contacted to request additional copies of the test manual. The test manual includes multiple choice questions for most of the chapters covered in the course.

The committee determined that each chapter would include a journal entry, 10-question quiz in Blackboard, and an activity to be included in the student’s portfolio.

Respectfully submitted,
Carol Bates