Jefferson Davis Community College
Orientation Class Committee

Meeting Minutes

March 11, 2009, 1:30 p.m., Library Multimedia Room

Members: Marilyn Nicholson, Linda Miller, Lyn Gill, Lee Barrentine, Mary Beth Lancaster, Jeffrey Faust, Cory Moore, Ann Lambert, Kelly Stanford, and Carol Bates

The purpose of this ad hoc committee is to develop two one-credit-hour orientation classes – ORT for technical programs and ORI for academic programs. Recently, the Department of Postsecondary Education revised Policy 712.01 Degrees and Awards. The new guidelines for the policy (not posted yet on the Postsecondary website) include a one-credit-hour-orientation class as part of Area V. The orientation requirement is for AA, AS, AAS, and long Certificates.

The committee members discussed the purpose of the orientation classes (other than it is a postsecondary requirement). Some of the purposes discussed include 1) improving retention rates, 2) learning to use Blackboard, 3) learning proper conduct for a college campus, and 4) practicing appropriate communication with instructors.

The committee discussed the following agenda items.

Course Textbook

Several textbooks that were being used in orientation classes at other community colleges in the state were reviewed. There were concerns expressed about requiring students to purchase an additional textbook for an orientation class. Several committee members suggested that developing all lesson materials and assignments would result in plagiarism. Another concern expressed was the amount of time it would take the committee to develop all the materials required for the class. The end product of the ad hoc committee will be a complete orientation class curriculum in either notebook form or online format or both. The instructor will be able to walk into the classroom and teach the class from the materials developed by the committee.

The committee decided to consider the course textbook options and make a decision at the next meeting. A Pearson book representative will be contacted before the next meeting for additional materials that could be used to customize a book for JDCC’s ORT and ORI classes.
Develop Course Description

The course descriptions have been developed by the Department of Postsecondary.

ORT 100 Orientation for Career Students: This course is designed to introduce the beginning student to college. College policies and regulations are covered as well as stress management, resume preparation, job application procedures, and employment interviewing techniques.

ORI 101 Orientation to College: This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution.

The committee members spent a majority of the time discussing the class format. Committee members felt that the mini-term format taught as a hybrid course would work best. It was estimated that we need at least six sections to accommodate half of the new incoming students. The committee recommends that classes be limited to 30 students as the class will be taught in an interactive format. The format and schedule proposed are as follows:

Format:

Hybrid: Face-to-Face the first hour of instruction and online for the second hour of instruction. The instructor will be available during the online hour to help those students who are not ready for online instruction. For example, Monday/Wednesday—the class will meet face-to-face on Monday and online on Wednesday with the instructor available in the lab on Wednesday to assist students who are not ready for online.

Fall Schedule:

**Brewton Day 1st Mini & 2nd Mini**
Monday/Wednesday 1 p.m. – 2 p.m.
Tuesday/Thursday 1 p.m. – 2 p.m.
Friday 12:30 p.m. – 2:30 p.m.

**Brewton Night 1st Mini & 2nd Mini**
Monday/Wednesday 4 p.m. – 5 p.m.
Tuesday/Thursday 4 p.m. – 5 p.m.

**Atmore Day 1st Mini & 2nd Mini**
Wednesday 1 p.m. – 3 p.m.
Friday 11:00 p.m. – 1:00 p.m. ORT (1st mini)

**Atmore Night 1st Mini & 2nd Mini**
Monday/Wednesday 4 p.m. – 5 p.m. ORT – 1st mini
Tuesday/Thursday 4 p.m. – 5 p.m.

After the first semester, a decision could be made to offer more or fewer classes.
Recommendations from the committee include the following:

- Limit class size to 30.
- Include interactive teaching methods.
- Require students to take the orientation class within the first two semesters of enrolling.
- Students may not drop this class.

There were several questions unanswered that will be researched before the next meeting:

- Can nursing students be exempt from taking the ORI class? The nursing program already includes an orientation for nursing students.
- Can the same curriculum be used for both ORT 100 and ORI 101?
- Can the classes be offered in a stacked format?
- Can technical students take ORI 101 in place of ORT 100?
- Will letter grades be assigned or “Pass”/”Fail” or “Satisfactory”/”Unsatisfactory”

The next meeting will be April 2, 2009, at 1:30, in the Library. The following students will be contacted and asked to serve on the committee.

David Brooks (Jeffrey Faust) Note: David has agreed to serve.
Rachel Bosnick (Ann Lambert)
Sharon Newby (Kelly Stanford)
James Hawrick (Lyn Gill)
A technical student (Cory Moore)

Respectfully submitted,

Carol Bates