Orientation Committee Meeting – July 15, 2009

Present:

Mary Beth Lancaster  Ann Lambert
Lyn Gill    Kelly Stanford

Mary Beth brought the meeting to order. She announced that there are currently 66 students enrolled in ORI classes for the fall 2009 semester. There are currently no students enrolled in ORT classes.

Orientation instructors for fall include: Jan House, Carolyn Woods, Randall Barnett, and Wendi Huff.

Dr. Lyn Gill will teach the Honors section of ORI101. There are currently 16 students enrolled in ORI101 HK. Only five of these 16 students are considered actual honors students; the remaining 11 are athletes. Mary Beth will e-mail Misti Nims to ensure these students want this class. The Honors class will require more work and will be a full term class. It may be that another regular section during this time should be opened for athletes. Dr. Lyn Gill will send a mass e-mail to all at JDCC concerning the ORI101 class.

First mini term classes will be observed; after registration if 2nd mini term classes are not full, some classes may need to be cancelled.

Anthony Hardy will prepare data for tracking students who take the orientation class. Faculty will administer evaluations of students at the end of each term for informational purposes. This data will help provide instructors information on what the students have gained from orientation classes. Students will also be given an evaluation at the end of the term. This evaluation will help students see what they have learned.

Dr. Bates has asked the committee to review the BlackBoard site again. Some members have had problems logging in to the class; Anthony may need to be contacted.

The Orientation Committee is now officially an advisory committee and will not plan to meet again until May 2010 or unless there are problems to adjust during fall semester.

Mary Beth prepared a syllabus for the orientation class; changes were discussed and will be made. Mary Beth will e-mail revised version to the committee for approval.

Students’ portfolio will be considered their final exam. It will consist of printing out all documents and including them in their portfolio. Documents include: Chapter Quizzes, Activities, Journal Entries, and their final self assessment/essay. Self assessment should be no more than two pages and touch briefly on where they started and where they are now.

Quizzes will account for 14%; Activities, 21%; Journal Entries, 21%; and Portfolio, 44% of the final grade.

Mary Beth will prepare a standardized rubric to be used by all instructors; she will e-mail committee for feedback.

The suggestion was made to post grammar components on BlackBoard in an effort to help students. We agreed this was a good idea. Mary Beth will prepare these documents and send to Anthony for posting.
Students are required to attend 85% of all on campus meetings. If a student is absent once, they have reached their maximum. The second absence will result in a withdrawal. It was discussed that two late arrivals or early departures will be considered as one absence.

Instructors should use same deadlines and have one make-up policy. As discussed, the deadline for submissions will be set for all students. If a student fails to meet that deadline they have 24 hours to submit late. A 25% penalty will result in all late submissions. No work will be accepted 24 hours initial deadline.

It was suggested that there be a syllabus quiz. It was agreed upon and Mary Beth will prepare the quiz. The quiz should be given on the first class meeting after a review.

Syllabus will have a calendar of weekly assignments added.

Textbook should be in the bookstore by August 3. Changes were sent on Friday, July 10. Hopefully, the committee will have one more opportunity to review for changes.

Respectfully Submitted,
Kelly Stanford