

Online Learning Advisory Committee
Minutes from
February 10, 2016, 3:00 pm.

The meeting was called to order by Dr. Craig Robertson. Those present were:

Mr. Bishop Alexander
Dr. Larry Bates
Ms. Jill Englett
Dr. Marilyn Lee
Dr. Natasha Lindsey
Mr. Derek Malone
Ms. Prema Monteiro
Dr. Craig Robertson
Ms. Lynn Underwood
Dr. Ryan Zayac
Dr. Linda Austin
Dr. Vince Brewton
Mr. John McGee

Minutes & Agenda

Agenda was approved for the current meeting. Minutes were approved from the January 28th meeting with no corrections.

Old Business

Captioning: Dr. Bowers was not able to attend this meeting to discuss captioning. Dr. Bowers and Dr. Robertson hope to have a working document regarding the future of captioning relative to course materials for the planned March 23rd committee meeting.

March 2nd OLAC Conference: The remainder of the meeting was devoted to a discussion of the upcoming OLAC Conference and addressed the following specific issues:

RSVP – Ms. Lynn Underwood (two e-mailed RSVP announcements have been sent out to instructional faculty and staff)

Certificates – Ms. Jill Englett (a certificate can be developed from a basic template and will be sent to attendees via e-mail after the conference)

Guest Presenter, Dr. Teresa Johnson – Dr. Craig Robertson has been in contact with Dr. Johnson. She and co-presenter Mr. Aaron Carolipio (a Senior Systems Analyst at Troy

University) will present on Virtual Field Trips at 11:00am and again at 1:00pm (both presentations will be in the GUC Performance Center). A \$500.00 honorarium will be provided by Dr. Brewton's office and will be paid by the UNA Foundation Office to Montgomery District Dietetic Association. Dr. Robertson has been in touch with Ms. Elizabeth Marie Heckert in the Foundation Office to ensure that the check will be ready the day of the conference.

Ms. Jill Englett volunteered to introduce Dr. Johnson and Mr. Carolipio before both presentations and to facilitate the discussion.

UNA Presenters, Dr. Mary Bowers, Mr. Derek Malone, Dr. Marilyn Lee and Dr. Jill Simpson – “Caption This”. The presenters will meet to coordinate their presentations for 11:00am and 1:00pm (both presentations will be in the GUC Banquet Halls). Dr. Larry Bates will function as moderator for the 11:00am presentation and Dr. Craig Robertson will function as moderator for the 1:00pm presentation.

Reservations – Mr. Derek Malone discussed his conversations with Ms. Jane Jackson (UNA Events Coordinator) to confirm GUC facility reservations, tables, etc.

Lunch – Dr. Craig Robertson. Dr. Robertson was to meet with Ms. Denise Seagraves (Sodexo) after today's meeting. Box lunch with drinks will be provided to those attendees that RSVP. Attendees will eat lunch in the reserved GUC Banquet Halls

Equipment – Mr. John McGee is coordinating equipment and technology needs for the two sessions. Dr. Johnson needs computer, projector, speaker, web access. Our UNA presenters would appear to need access to Camtasia.

Directing Traffic – Dr. Natasha Lindsey will function to direct traffic the day of the conference. This discussion here focused on having two tables near the two GUC venues. Mr. Bishop Alexander will provide tablecloths from Admissions the day of the event.

New Business

There was no new business

Meeting adjourned at 4:00 pm.