

**Online Learning Advisory Committee  
Minutes from  
February 24, 2016, 3:00 pm.**

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

Dr. Alejandra Alvarado-Brizuela  
Dr. Larry Bates  
Ms. Jill Englett  
Ms. Diane Kutz  
Dr. Marilyn Lee  
Mr. Derek Malone  
Ms. Prema Monteiro  
Dr. Craig Robertson  
Dr. Jill Simpson  
Ms. Lynn Underwood  
Dr. Ryan Zayac  
Dr. Mary Bowers  
Dr. Linda Austin

**Minutes & Agenda**

Agenda was approved for the current meeting. Minutes were approved from the February 10th meeting with no corrections.

**Old Business**

March 2<sup>nd</sup> OLAC Conference: This meeting was devoted to a discussion of the upcoming OLAC Conference and addressed the following specific issues:

**RSVP** – Ms. Lynn Underwood received 40 RSVPs for lunch. The RSVP period ends at 4pm on February 24, 2016. The committee will order a few extra lunches, just in case we have some attendees that didn't make the RSVP list.

**Certificates** – Ms. Jill Englett provided a sample certificate for the committee to review. All agreed on the design. The certificates will be emailed to attendees after the conclusion of the conference.

**Presentations** – Dr. Ryan Zayac suggested that we sent out one last invitation to the conference, including abstracts that describe the content of the presentations, in an effort to increase attendance. This will be an invitation to the presentations only, as the RSVP deadline for lunch will have already passed. The committee agreed.

**Guest Presenter, Dr. Teresa Johnson** – Dr. Craig Robertson will follow-up with Dr. Johnson with last minute details (parking, etc.). Ms. Jill Englett will moderate both of these presentations (11am and 1pm).

**UNA Presenters, Dr. Mary Bowers, Mr. Derek Malone, Dr. Marilyn Lee and Dr. Jill Simpson** – “Caption This”. The presenters met on February 23, 2016 to discuss the structure of their presentation. The committee agreed that during the Q&A session the presenters will mention that Camtasia has a 30-day free trial and that the Department of Educational Technology Services (ETS) has a lab that can be scheduled for faculty who wish to record videos using this software. Otherwise, the software could be purchased from the faculty member’s department. Dr. Larry Bates will moderate the 11am presentation and Dr. Craig Robertson will moderate the 1pm presentation.

**Lunch** – Box lunch with drinks will be provided to those attendees that RSVP. Attendees will eat lunch in the reserved GUC Banquet Halls. Ms. Jill Englett will ensure that those with specific dietary requests receive the correct lunch.

**Equipment** – Dr. Marilyn Lee will provide her laptop, which includes Camtasia, for the Camtasia presentations. She spoke with Mr. Brian Ford, who recommended she talk with the Events Center staff to ensure that the use of her equipment will be okay.

**Directing Traffic** –Dr. Linda Austin will assist Dr. Natasha Lindsey with directing traffic.

**Captioning** - Dr. Craig Robertson and Dr. Mary Bowers have been working to draft a statement regarding the use of captioning, which would be reviewed by the committee and then sent to Shared Governance as a recommendation. The committee has agreed that since the need for captioning is great, a recommendation for wider use of Camtasia and cameras should be included in this document to improve (increase) the use of captioning.

### **New Business**

**Marketing Campaign** – Dr. Vince Brewton recommended that UNA make a wider effort at marketing our online programs in the next few years to improve our recruitment efforts. The committee agreed and discussed the issue of funding for a marketing campaign. This is something that may need to be revisited in the near future.

**Meeting adjourned at 3:40 pm.**