

Minutes of the CAS Online Discussion Group
April 25, 2007, 3:00 pm

Attendees: Anthony Nathalie, Ian Lubin, Karen Cozart, Katie Barwick-Snell, Luanne Serieux, Lynn Baker, Maria Laubach, Sandra Dickinson, Shawn Dreher, and Victoria Hoge

1. Introductions

2. In anticipation of summer teaching, group member Anthony Nathalie demonstrated the features of his course and received feedback from the rest of the group. Nathalie was also able to show some of his online lectures created with Articulate, a software package for publishing PowerPoint lectures including pre-recorded audio.

The group comprised a wide spectrum of online teaching experience; some members had been teaching online for many years, while others were preparing to teach for the first time. Some of the more experienced faculty contributed to the discussion by proposing some course development and management guidelines:

- Ensure that logistical information is provided, including due dates, instructor information, office hours, etc.
- Create multiple opportunities for class interactions, including discussion board messages, news items, emails, etc.
- Expect change. Students' characteristics and features of the learning environment will change over time (both within and across semesters). Be prepared to adjust to those inevitable changes.

3. Faculty member, Luanne Serieux demonstrated the use of Audacity, an audio software package. Serieux also demonstrated how she uses Audacity to create and upload audio responses to her students. She further displayed multiple examples of audio feedback in her class, e.g. commenting on students' individual dropbox assignments, and responding to individuals as well as the entire group on the discussion board.

4. Nathalie and Serieux were thanked for their contributions. The faculty members responded positively to the use of Articulate and Audacity. The faculty was reassured that the Online Program would continue to provide technical support for these software packages (and other qualified software) for online course development and teaching.

5. The meeting adjourned at 4:30 pm.