



Edison Online
(239) 489-9472

Edison Online Faculty Meeting Agenda
Friday, August 28, 2009 (1 pm – 2 pm)

Introduction of Edison Online Staff and Department Chair

Professor Rona Axelrod, Department Chair (raxelrod@edison.edu)
Robert (Dobin) Anderson, Course Designer (randerson2@edison.edu)
Bobbie Buczyna, Course Designer (rbuczyna@edison.edu)
Susan DeNicola, Staff Assistant (sdenicola@edison.edu)
Erich Hochmeister, Technology Training Specialist (ehochmeister@edison.edu)
Andrea Posner, Adjunct Coordinator (aposner@edison.edu)
Jackie Smith, Assistant Course Designer (jnsmith6@edison.edu)

“Week Zero”

Attendance Verification

Be sure to watch the portal for the announcement.

Online Orientation for Students

Available at <http://online.edison.edu/orientation>

Contacting Your Students

Please email any students who have not logged in yet.

If you need help configuring your email settings to work with the Portal mail tool, go to <http://training.edison.edu/mail>

Contracts and Release Time

If you are a full-time faculty member with release time, please let Susan know. We can't issue contracts without this very important information.

Housekeeping Items from Susan

Syllabi

Once your syllabi are approved, please send them via email to Susan.

Course Override Policy

A student does not need to come to campus for a closed class override. Please email the student's request and your ok to Susan. Please make sure the student provides the CRN and their student id.

Keeping Your Information Current

If there is a change in your mailing or phone information, please let Susan know.

Testing Center Procedures – *FOR PROCTORED TESTS ONLY*

Calendar in CE6 Faculty Forum

Please enter the dates of your tests (for the entire semester) on the calendar in the faculty forum.

Submitting testing information and passwords

Submit your testing information (password, materials allowed, etc.) no later than 1 week prior to the test.

Testing Center link on your course homepage

Please copy the testing center link (from the Course Resources page) to the homepage.

Quality Matters/Peer Review

Quality Matters login

Professor Axelrod will be implementing Quality Matters across our curriculum. Every faculty member will be asked to rate his/her course using the QM rubric. A team from the eLearning committee will assist.

eLearning Committee

Professor Axelrod is the chair of the eLearning committee. She welcomes anyone who would like to serve as a member.

CE6 Information

Our contract with CE6 expires in 2011. CE6 will be unsupported by Blackboard in 2012. We need to begin forming committees to do reviews of possible LMS's. We are going to look at Blackboard 9 (named NG, for Next Generation), and Moodle. We will be performing a cost/benefit analysis. The plan is to begin the process in Spring, 2010, for a Summer, 2010 decision date. If you are interested in being on the committee, please contact Rona Axelrod.

October Conference – Lee Campus

October 16 -17

Call for Presenters

Call for Topics

Please sign up to be a presenter or suggest a topic. There are discussion forums open on the CE6 faculty forum page.

New Software

Wimba – Contact Erich for training.

Waypoint Outcomes – Contact Mary for information.

Updates to Respondus and SoftChalk Lesson Builder – On the Faculty Forum.

File Naming Conventions – Don't use spaces!!

Questions or Comments --Thank you!

