WELCOME TO MOLLI
MOLLI STAFF

- MOLLI Council & Timothy Nichols (Dean, Davidson Honors College) – shared governance
- Karen Hendrickson – Program Manager
- Teri Zanto – Program Coordinator
- Sierra Raulston – Program Admin
MOLLI QUICK OVERVIEW

- Membership organization offering courses and special events to adults 50+
- 1492 members last year
- 88 courses and special member events last year
- 22 courses and special member events scheduled through the fall term
COURSE ENROLLMENT

- Registration began December 7th!
- Each course must have at least 10 members enrolled
- Faculty will be updated regularly through the first class session
- Class will be cancelled 1 week prior to first class session if minimum enrollment has not reached 10.
  - Students enrolled will be notified and encouraged to register for another class instead.
- Members may enroll in courses as far into the term as they wish
  - If a class is in danger of being cancelled, instructor will be informed 2 weeks out in order to encourage enrollment
Faculty will be sent an email with their class roster.

These rosters will not contain student emails. If you need to email your students, please contact the MOLLI office for help.
Some classes will fill and have waiting lists. Please do NOT tell members that they can join the class or just show up. If a member asks you about joining the class, please refer them to the MOLLI office.

Attendance is not required and some members will miss a class or two.

Class participants will be reviewed to ensure everyone in class has registered.
CLASS FACILITATORS

- A MOLLI staff person will monitor each class.
- A MOLLI volunteer may make a quick MOLLI related announcement before the online class starts.
COURSE MATERIALS

- Students may purchase their textbooks from any merchant.
- Any subsequent materials will be posted on Citrix ShareFile.
- To have materials posted, submit to the MOLLI office at least 48 hours in advance of requested posting date.
CITRIX SHAREFILE

- All MOLLI classes will have their own folder on ShareFile
- All MOLLI members registered in that class will have the ability to print any course material posted
- Any course that is being recorded will be view only for the students (this means students will not be able to download the recording)
AVAILABLE TECHNOLOGY

- Windows laptop CD/DVD player (and VHS)
- Internet connection
PREPARING MATERIALS FOR PRESENTATION & POSTING

- Windows 10
  - Microsoft Office 13
  - Mac compatibility

- Accessibility
  - Use headings, label and tag images, include URL for links.
  - PowerPoints – create new slide for each individual image, do not layer images.
  - Write out the URL for a link because video will not print.

- Email class period materials/presentations at least 24 hours in advance
  - If you cannot send materials in advance, please plan to arrive at least 15 minutes prior to the start of your class to allow time to upload presentations.
CANCELLATION OF CLASSES

- MOLLI staff will contact students and faculty via email (or phone if no email is available) if possible.
- If you need to cancel a class, please contact the MOLLI staff as soon as possible. The MOLLI staff will then contact your students.
- Cancelled class sessions will be rescheduled to the week of February 22nd during the regular class period, unless otherwise arranged.
TEACHING FOR MOLLI

- Classes start on the hour. Students will already be logged in and ready to go!
- MOLLI students are motivated, informed, engaged and ready to learn.
- Don’t over schedule; allow for delays for comments and questions.
- Be aware that some students may have limited vision, hearing, and/or mobility and plan accordingly.
- If you have a question, please ask. We’re always ready to help!