


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
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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
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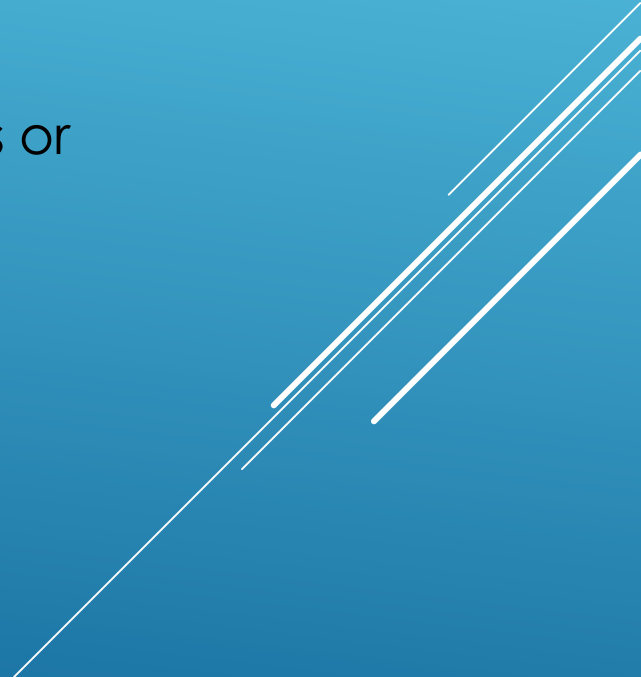
COURSE ENROLLMENT

- ▶ 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

CLASS LISTS

- ▶ 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 MOLL office for help.
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CLASS LISTS II

- ▶ 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.
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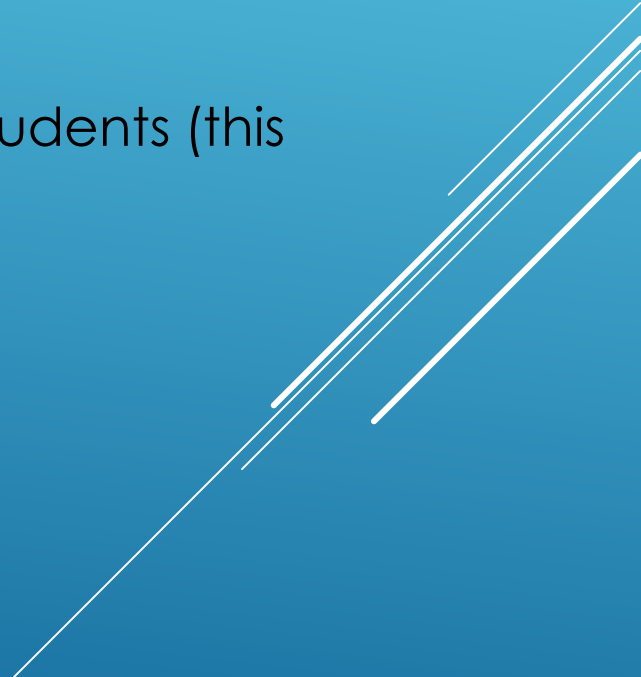
CLASS FACILITATORS

- ▶ A MOLLI staff person will monitor each class.
 - ▶ A MOLLI volunteer may make a quick MOLLI related announcement before the online class starts.
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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 MOLLl office at least 48 hours in advance of requested posting date.
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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)
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AVAILABLE TECHNOLOGY

- ▶ Windows laptop CD/DVD player (and VHS)
 - ▶ Internet connection
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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.
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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!
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