WELCOME TO MOLLI
MOLLI STAFF

- MOLLI Council & Roger Maclean (Dean, SELL) – shared governance
- Karen Hendrickson – Program Manager
- Teri Zanto – Program Coordinator
- Joe Gough – SELL Facilities Manager
- Marvin Paulsen – SELL Computer Support Specialist
- Gary Hagler - Custodian
MOLLI QUICK OVERVIEW

- Membership organization offering courses and special events to adults 50+
- 1410 members last year
- 101 courses and special member events last year
- 59 courses and special member events scheduled through the winter term
- 18 Faculty this winter
Registration began December 10!

Each course must have at least 15 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 15.

- 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 a link they can use to access their class roster. Any changes in class enrollment will be immediately available through the emailed link.

Please keep class lists confidential as they do contain member emails. If a student gives you an email address, please forward it to the MOLLI office.

Please note that not all MOLLI members have or use email on a regular basis. If you distribute information to the class via email, please copy the MOLLI office so we can get that information to anyone not using email. (karen.Hendrickson@umontana.edu)

Please use the BCC option when emailing more than 1 member

Please restrict use of email list to class related announcements
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. Empty seats does not mean there is space available.

- Faculty are not required to take attendance, however, MOLLI volunteers will do so during the second week of classes to ensure everyone in class has registered.
CLASS FACILITATORS

- A volunteer facilitator will be assigned to each class.
- Assist faculty with distribution of materials and the use of technology in the classroom.
- Make MOLLI related announcements prior to the start of class.
- Please check with facilitator each week to see if they have any announcements.
COURSE MATERIALS

- Requested textbooks have been ordered and will be available through the Bookstore at UM.
- The MOLLI office will provide paper copies of a syllabus and hand-outs for the first class period.
- Any subsequent materials will be posted on Moodle.
- Any student who does not have internet access may visit the Mansfield Library as items will be placed on reserve at the library or they can access Moodle from one of the four public computers.
- To have materials posted, submit to the MOLLI office at least 48 hours in advance of requested posting date.
- Faculty may place materials on reserve in Mansfield Library as well.
All MOLLI classes use same Moodle shell
All MOLLI members have same user name and password
http://umonline.umt.edu/
AVAILABLE TECHNOLOGY

- Windows laptop CD/DVD player (and VHS)
- Internet connection
- Document camera
- Projector and screen
- Microphone – please use!
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

- If UM cancels classes or closes for severe weather, MOLLI classes will also be cancelled at all locations.

- 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 25 during the regular class period, unless otherwise arranged.
EMERGENCY PROCEDURES

- For Any Kind of Situation That Might Occur During Your MOLLI Class
  - Please send someone upstairs to the MOLLI office/SELL to get assistance or contact the MOLLI/SELL staff at 243-2905 or 243-6322 (or on a campus phone #2905 or #6322).

- In the Event of an Emergency While Your MOLLI Class is in Session
  - Please call 911 and immediately send someone upstairs to the MOLLI office/SELL to get assistance.

- Additionally, in the Todd building, there is a phone and an Automated External Defibrillator (AED) available on the wall near the south doors under the bulletin board.

- In Case of Suspicious Persons or Concerning Situations on Campus
  - Please alert MOLLI/SELL staff immediately and/or contact the Office of Public Safety at 243-6131 (or on a campus phone #6131).
Classes start on the hour. Students will already be here and ready!

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.

Water will be provided for you. If you bring beverages, please use a container with a secure top to avoid spills.

If you have a question, please ask. We’re always ready to help!
PARKING PERMITS

- Can be used in UM Permit parking spaces or hourly slots
- Not valid for reserved slots