

TCC Governance Committee Minutes
Distance Learning & Technology

Date: November 15, 2019

Time: 10:30 AM – 12PM

Location: 2610 Martin Building - Norfolk

Attendance

In attendance: Forrest Crock (Chair), Matthew Watts (Ex-Officio), Leah Hagedorn (N), Bethany Wright (Librarian), John Morea (Ex-Officio), Jessica Morales (C), Beth Callahan (secretary), Elisabeth “Libby” Jakubowski (Counselor), Iris Wang (DL), Kelly Gillerlain (C), Michele Marits, Norris McClain (D), Julia Arnold (N), and Andrea Pearman

Absent: Amanda Goldstein (DL), Amy Bohrer (VB), Deborah Posey

I. Call to order

Meeting was called to order Forrest Crock at 10:36 a.m. A quorum was present.

II. Agenda Items

A. Approval of Minutes – The minutes of the October 2019 meeting minutes were approved. There was a motion to approve minutes with spelling changes from Matthew Watts and seconded by Andrea Pearman. All voted in favor.

B. Subcommittee Reports –

1. Pamphlet

- i. A rough draft was passed out for review.
- ii. Wording was adjusted by committee.

2. Online/Hybrid

- i. Dr. Morales reported that the instruction committee has been working on the rubric for professional readiness and they would begin working on their charge in the beginning of January.

3. Zoom

- i. Matthew Watts shared subcommittees minutes (see attached).
- ii. Libby brought up that some lock down browsers interfere with assistive technology used by students with disabilities.
- iii. Kelly brought up suggestions of over VCCS schools to see what they have used in the past.

4. OVN

- i. No report.

C. PAPC Updates

1. Interim president came to speak, he states that our school was better with infrastructure than any other VCCS school currently.
2. He also stated there was a long history of faculty and administration having anxiety with working with each and asked the PAPC to help with changing the culture.

III. New Business

A. Communication Plan

- a. Forrest suggested forming a subcommittee to work on developing a communication plan.
- b. Online instructors do not always receive communications

Meeting was adjourned at 11:45 a.m.

Next meeting scheduled for 01/17/2020 in Martin 2610 at 10:30

Submitted: Beth Callahan