

TCC Governance Committee Minutes
Distance Learning & Technology

Date: September 20, 2019

Time: 10:30 AM – 12PM

Location: 2408 Martin Building - Norfolk

Attendance

In attendance: Forrest Crock (Chair), Matthew Watts (Ex-Oficio), Amy Bohrer (VB), Leah Hagedorn (N), Julia Arnold (N), Bethany Wright (Librarian), John Morea (Ex-Officio), Amanda Goldstein (DL), Jessica Morales (C)

Absent

Andrea Pearman, Beth A. Callahan, Deborah Posey, Elisabeth A. Jakubowski, Iris Wang Kelly Gillerlain, Michele Marits, Norris McClain

I. Call to order

Meeting was called to order Forrest Crock at 10:30 a.m. A quorum was present.

II. Agenda Items

- A. Approval of Minutes – The minutes of the May 2019 meeting minutes were approved as amended. Discussion regarding the need for a Canvas surey or assessment occurred. Concensus was that in lieu of a formal survey being sent out, the committee would field input from the consituents and bring these to committee meetings. There was a motion, and a second. All voted in favor.
- B. Appoint a Secretary – No one from the committee volunteered to serve as recorder.
- C. Charges – Were discussed and accepted with subcommittee assignments:
 1. Create a pamphlet for counselors to be able to give to students to help inform students about online and hybrid courses (Julia Arnold (lead), Leah Hagedorn, Libby Jakubowski)
 2. Collaborate with the Instruction Committee to help design a syllabus template specifically for the hybrid and online courses including a statement of netiquette (Jessica Morales (lead), Deborah Posey, Iris Wang, Andre Pearman)
 3. Develop and conduct an online proctoring pilot using ZOOM to allow students to be able to participate in an online proctored exams (Matthew Watts (lead), Amanda Goldstein, Norris McClain, Forrest Crock) Matthew Blanchard will serve as subject matter expert in lieu of Amanda Goldstein until she returns from leave.
 4. Align online and hybrid course standards produced by the Online Learning Committee during 2018-19 with TCC's Online Virginia Network course and program processes (Amy Bohrer, Kellie Gillerlain, Bethany Wright, Michele Marits, Amanda Goldstein) John Morea will serve in lieu of Amanda Goldstein until she returns from leave.

D. Distance Learning Update – John Morea provided an update on Canvas, Zoom, course evaluations, Online Virginia Network, and Quality Matters:

1. Canvas Spring Course Shells will be available to faculty in early October.
2. Canvas Training Workshops and the weekly Lunch and Learn Q&A sessions resume in September. If you are a beginner or advanced Canvas user, there is a workshop for you. Check our training calendar for workshop descriptions, schedule, and registration.
3. Online Virginia Network (OVN) is a marketing website that was developed by the state of Virginia to promote degree completion via fully transferable online courses. Originally developed for ODU and GMU, TCC is now participating in this network as one of five partnering VCCS institutions. Specifically, TCC is advertising its Technical Studies program courses on the OVN website, in addition to approximately 15 passport courses identified by the state as being highly transferable electives.

TCC's courses advertised on OVN are team developed with a subject matter expert, instructional designer, and librarian. The produced course is a managed course, that will be offered in an eight-week section whenever it is practical, and utilize OER, fair use, free to use, and TCC licensed resources to ensure our students pay no additional fees for course materials. These courses go through an internal review prior to piloting, are piloted for two semesters, and are then sent to QM for certification. After this process is completed, Faculty qualified to teach the course may facilitate the produced course as developed. Although courses listed on OVN's website share a commitment to high quality learning and eliminating a student's course materials fees, OVN courses are not affiliated with the Z Degree Program.

Subject matter experts (TCC Faculty) were selected based on the following:

- Qualified to teach an identified passport or technical studies course
 - Certified to teach an online course
 - Successful completion of Pathways OER course
 - Experience teaching the identified course online
 - Equitable distribution of faculty across campuses
 - Experience teaching the course in eight weeks
4. ZOOM is TCC's video conferencing solution that faculty, staff, and students utilize to engage in web-based meetings and synchronous distance education. ZOOM's robust functionality makes it easy to conduct virtual office hours.

To use ZOOM, sign in to [myTCC](#) and click on the ZOOM button, or access ZOOM from any Canvas course. ZOOM will be added to the spring 2020 Canvas course menu. To add Zoom to the course menu prior to the spring semester, click on Settings in a Canvas course's menu, click on Navigation at the top of the Settings page, scroll down to ZOOM, drag and drop ZOOM to

the list of active menu items, scroll to the bottom of the page and click the Save button.

5. EvaluationKit is TCC's online student course evaluation tool. Integration with Canvas which allows students and faculty to receive notification within Canvas in addition to direct emails is in process. TCC's course survey has not otherwise changed.

EvaluationKit is mobile friendly, so please allow time for your students to complete their evaluations in class. Submissions are anonymous and your students' feedback is an important element to help improve course quality.

6. Quality Matters (QM) is a nationally recognized, faculty-driven peer-review process used to ensure the quality of online and blended course design. TCC has renewed its membership with QM. Faculty who were certified as Peer Reviewers may use their personal professional development funds to renew their credentials with QM. TCC currently has no plans to renew its funding of internal reviews.

III. Meeting was adjourned at 11:47 PM.

Next meeting scheduled for 10/18/2019 in Norfolk classroom 2610