

TCC Governance Committee Minutes
Distance Learning & Technology

Date: Friday, November 20, 2020

Time: 12:00pm

Location: Zoom

Attendance

In attendance: Kelly Gillerlain (Chair,) Forrest Crock (Former Chair), Andrea Pearman (PAPC,) Elisabeth “Libby” Jakubowski (Secretary,) Jessica Morales (C,) Julia Arnold (N,) Beth Callahan (District/Disability) Amanda Goldstein (DL,) Behany Wright (Librarian,) Norris McClain (D) Amy Bohrer (B, DTLC), Michele Marits (B), Bethany Wright (Libraries), Christina Felder (District/Info Center/Student representative), Iris Wang (DL)

Absent: Deborah Posey, Leah Hagedorn (N,) John Morea (Administrative Liaison)

I. Call to order

Meeting was called to order by Kelly Gillerlain at 12:03pm. A quorum was present.

II. Agenda Items

A. Approval of Minutes – Approved – Beth motioned, Michele seconded, all in favor.

B. Subcommittee Reports –

1. Charges Assigned

i. Review and make recommendations for annual refresher requirement for online instructors.

1. Subcommittee members include: Michele Marits (Chair,) Forrest Crock, Iris Wang, Jessica Morales, Amanda Goldstein.
2. Discussion included level of requirement, modality of learning modules/trainings (zoom, podcasts,) where/when to the include the trainings (Canvas, Sharepoint, etc.,) time

requirements (keep them brief,) topics (pedogical ideas, tips, trends, accessibility, maximizing Canvas for teaching, etc.)

ii. Providing professional development recommendations for synchronous distance learning.

1. Subcommittee members include: Amy Bohrer (Chair,) Beth Callahan, Ané Pearman, Christina Felder

iii. Review and make recommendations for informing students and future students of requirements for online learning

1. Subcommittee members include: Bethany Wright (Chair,) Julia Arnold, Christina felder

2. Syllabus Template Review

- i. No updates.

C. PAPC Updates

1. PAPC – next meeting December 10th. Resurrecting Batten fellowship, up to 20,000 dollars – to be hearing more, additional updates include:
 - i. Classified Staff Assembly – sent out survey for feedback on areas of improvement
 - ii. General Education committee – particular courses under review
 - iii. Global and intercultural learning – did not meet
 - iv. Internal relations – did not meet yet – ongoing discussions on how to increase morale,

III. New Business

- a. Ané provided update from TCISC committee to prepare for upcoming changes to the academic calendar and schedule (example, summer term will now consist of 5 week, 5 week, and 10 week sessions.) The committee is identifying class formats that are successful at other schools and that will help TCC remain competitive.
 - i. Details such as how this will impact faculty load, which classes would be appropriate for shortened sessions, etc., are still being discussed.
- b. Ané made the recommendation to include information about Zoom etiquette. It is possible this topic can be folded into one or more of the subcommittees

- c. Learning Institute – will be conducted via zoom sessions and will include 30 minute professional development sessions, pathway meetings, etc. Speakers are being identified to speak on equity and implicit bias.
- d. Up to charges when and how frequently they meet but can keep Kelly in the loop
- e. OVN template will be added to agenda for next meeting.
- f. Next meeting scheduled for Friday, January 15th at 12:00pm via Zoom.

IV. Meeting was adjourned by Kelly Gillerlain at 12:51 Beth moved, Libby Seconded, all in favor

Submitted: Libby Jakubowski