

DLTC February 18, 2022

In attendance: Ané Pearman, Michele Marits, Leah Hagedorn, Heather Brown, Nancy Prather-Johnson, John Morea, Iris Wang, Jennifer Hopkins, Beth Callahan, Bethany Wright, Lisa Whitaker

Visiting: Kevin Mitchell, Leah Flax

- I. The meeting was called to order 12:06 pm
- II. The committee still has vacancies in membership
- III. February 4 minutes will be voted on at March meeting
- IV. Charges
  1. Review and make recommendations regarding add-on software for Canvas
    - a. There are challenges with Navigate Alerts. It is unclear if alerts are followed up on in a timely manner. There are currently five or six initiatives that require alerts from faculty.
    - b. Heather is developing a survey for students about Harmonize. It is part of a VCCS initiative.
  2. Review Remote Proctoring contracts
    - a. John reported on the results of a survey to faculty on remote proctoring. (see attached) Issues about remote proctoring:
      - i. Students are concerned that it could see into their living spaces. (Assure students about the process for keeping their information secure, and let them know that it will not be retained.)
      - ii. Some students have test taking anxiety or accessibility issues with keeping the camera on and being watched while taking tests
      - iii. Text to speech can also be an issue
    - b. Lisa reported the subcommittee is drafting a recommendation for Respondus and Proctortrack as remote proctoring software
  3. Conduct a classroom technology needs assessment to assist with on campus and synchronous remote learning.  
Classroom technology subcommittee is waiting to hear back from Rashad
- V. Completed Charges
  1. ad hoc subcommittee Faculty webpages  
Iris presented three templates:
    - a. Comprehensive website <http://faculty.tcc.edu/templates/template1.html#>
    - b. Website with some information <http://faculty.tcc.edu/templates/template2.html>
    - c. Portfolium website <https://portfolium.com/kwhite0005>
  2. Ad hoc subcommittee Utility of continuing to offer synchronous courses
    - a. This is now a moot point, administration will continue to offer courses in all three modalities
    - b. Leah and Judy will have research data on synchronous courses at the March meeting
  3. Ad hoc subcommittee request for the rationale for 50% face to face instruction

The response from Dr. Woodhouse is that the administration will not prescribe percentages; the goal is a balanced schedule.

VI. Reports

1. No eLet updates
2. Most recent PAPC updates on the agenda, PAPC posts minutes on the website <https://www.tcc.edu/about-tcc/tcc-president/papc/#minutes>

VII. Update on Title 3 grant funding disbursement for student academic advising

1. Dean Prather-Johnson has not heard anything more on faculty advising
2. Program heads have lots of advising
3. Ané requested faculty make sure their deans are aware of their situations
4. Academic advising requires time and expertise, letters of recommendation more time consuming now as every college has a different form
5. four faculty mentors will be trained over the summer
6. This is a concern to faculty

VIII. New Business:

1. Should faculty have to pass training to teach in Zoom?

John: Faculty are still required to complete Zoom and Canvas orientation. He is looking into if there is a need for more advanced training like for asynchronous online teaching

2. Badges are set to go, they are preparing to assign in the next 30 days

IX. Next meeting 18<sup>th</sup> of March

1. At the March meeting Dean Prather-Johnson and John will bring back the leadership meeting response to Zoom certification
2. Updates for classroom technology
3. Harmonize survey results will be at the April Meeting

X. Meeting adjourned 12:56

XI. Appendix – Survey of faculty that used remote proctoring 2021 (submitted by Distance Learning)