

Distance Learning and Technology Committee

Minutes

21 October 2022

Location: Virtual via Zoom

In attendance: Ané Pearman, Mary Hanlin, Bethany Wright, Iris Wang, John Morea, Lisa Whitaker, Michele Marits, Sarah Stevenson, Judy Gill

- I. Call to Order at 12:05 pm
- II. Introductions: none this month
- III. New Business
 - A. Discussion of potential charges. **Ané shared there has been no communication from Dr. Woodhouse directing current charges. DLTC will move forward with charges until communication dictates otherwise.

1. **CHARGE:** Introduction of Hyflex classrooms suggested as charge for next year

VCCS will define Hyflex in November; the focus will be on student flexibility. Dean Fairchild is chairing a Hyflex committee at TCC. It would be best to wait until we have an official definition of Hy-flex.

Michele Marits explained TCC has 48 Hyflex classrooms and requests faculty development

Recommendations needed for course caps and Hyflex best practices based on workload

John Morea enrolled all DLTC members in Canvas Hyflex course and plans to offer a clear definition in the next DLTC meeting (Nov. 18) once he returns from Richmond

Possibly gather data from Brightpoint's Hyflex classes

Michelle Marits (chair), Judy Gill, Ané Pearman volunteered to be part of Hyflex sub-committee

2. **CHARGE:** Conduct a classroom needs assessment to assist with on campus and synchronous remote learning. Rollover from last year.

The charge should cover needs of students and faculty.

Heather Hartman's office is collecting data on classroom supplies and classroom technology. Possibly collaborate.

****Rashad Ridley, TCC's OIS representative, did not attend meeting, so charge could not be explored. Table charge, per Ané, until OIS is present.**

3. **CHARGE:** Request that OIS/Helpdesk create easy to follow handouts to explain how to use the MPS stations in the classrooms. Deans could then ensure that a copy of

each handout is available in the classrooms (taped to MPS station) along with the email and phone number for helpdesk in case of an issue. A quick video tutorial would also be helpful.

The Instructions could also include peripherals like document camera, second monitor and any classroom technology needed.

John Morea states Center for Teaching Excellence is also working on charge; will get more information from them

****Rashad Ridley, TCC's OIS representative, did not attend meeting, so charge could not be explored.**

4. **CHARGE:** Review OER survey for writing convention errors/syntax before next DLTC meeting (Nov. 18); Ané will offer recommendations to Mary Hanlin by November 21st.

Define and develop a clear definition of OER at TCC.

Mary Hanlin, Library Coordinator at the Norfolk campus, explained there is no clear data to show who uses OER; a brief survey was created for faculty to appraise OER use.

LT40 was defined as “any course that costs a student \$40 or less in textbooks and materials.”

IV. New business:

1. Faculty homepages, led by Michele Marits, will be shelved based on low faculty priority

2. Course mode mandate per Dr. Woodhouse: Judy Gill suggests supporting Faculty Senate.

3. **Motion:** DLTC requests data to support class modality mandate per Dr. Woodhouse. Subcommittee consisting of Judy Gill (chair), Ané Pearman, and Sarah Stevenson will draft statement to Dr. Woodhouse requesting documentation to support F2F modality mandate for faculty.

V. 16 September 2022 minutes approved by Michele Marits and Sarah Stevenson

VI. Meeting Adjourned 1:11 pm

Next meeting 18 November via ZOOM (3rd Fridays - invitation link in Outlook calendar)

Appendix A:

MEMBERSHIP: 2022-2023

| DLTC Membership | | | |
|--|------------------|-------------|-------------|
| POSITION | CAMPUS REP NAME | BEGINNING | ENDING |
| Pathway Teaching Faculty (representing each campus) | | TERM | TERM |
| Maritime and Skilled Trades | VACANT | 2021 | 2023 |
| Social Sciences & Education | VACANT | | |
| Health Professions | Lisa Whitaker | 2021 | 2023 |
| Public & Professional Services | Jennifer Hopkins | 2021 | 2023 |
| Engineering, Science & Math | Judy Gill | 2021 | 2023 |
| Manufacturing & Transportation | Richard Dyer | 2021 | 2023 |
| Arts & Humanities | Sarah Stevenson | 2021 | 2023 |
| Business, Computer & IT | Kim Perez | 2021 | 2023 |
| | | | |
| Two Academic Affairs Representatives (at least one being from Dept. of DL) | | | |
| Representative 1 | Heather Brown | standing | |
| Representative 2 (DL) | Iris Wang | standing | |
| | | | |
| PAPC members (up to 3 representing different campuses) | | | |
| PAPC representative 1 | Michele Marits | 2021 | 2023 |
| PAPC representative 2 | Ané Pearman | 2021 | 2023 |
| PAPC representative 3 | VACANT | 2021 | 2022 |
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| College-wide Counselor/Adviser | VACANT | | |
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| Educational Accessibility Representative | Beth Callahan | standing | |
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| College-wide Librarian | Bethany Wright | | |
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| Student Services Representative -name change? | VACANT | | |
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| Student Representative | VACANT | | |
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| Administrative Liaison | John Morea | | |
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| OIS Representative | VACANT | | |
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| Academic Dean Representative | Nancy Prather-Johnson | | |
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| Chair | Ané Pearman | | |