

**CTLTC MID-YEAR REPORT 2017-2018**  
**Classroom Teaching and Learning Technology Committee**

**MEMBERSHIP**

CTLTC Membership for 2017-2018

John Morea (Learning Technologies: Ex - Oficio)  
Ané Pearman (Virginia Beach: Chair Elect)  
Matthew Blanchard (Learning Technologies)  
Bethany Wright (Libraries)  
Beth Callahan (Educational Accessibility)  
Staci Forgey (Portsmouth)  
Rashad Ridley (OIS)  
Joe Reisch (Portsmouth)  
Beth Callahan (Disabilities Services)

Vacant:           2 Norfolk representatives  
                      2 Chesapeake representatives  
                      2 Adjunct Faculty  
                      1 Student  
                      1 Faculty Development

Observer:        Marcee Anderson (Virginia Beach)

**CHARGES**

CTLTC Charges for 2017-2018 Classroom Teaching and Learning Technology Committee

1. Review and recommend any revisions to policies, procedures, plans, and/or other relevant documents that are germane to the purpose of the Classroom Teaching and Learning Technology Committee; assist in drafting new policy and procedures, if needed.
2. Produce a report that provides the pros and cons of using an LMS lecture capture solution such as Blackboard Collaborate Ultra rather than Panopto for lecture capture.
3. In coordination with the Learning Technologies Department review and recommend components to redesign the classroom MPS (Media Presentation System) in order to reduce costs and maintain quality of service.
4. Increase faculty awareness of campus Distance Learning Classrooms.

5. Collaborate with Learning Technologies Department to conduct a college-wide MPS study that quantifies equipment usage.
6. Produce a shared governance resource that promotes access to information, collaboration, and communication amongst stakeholders.
7. Determine the committee's role in advancing Guided Pathways.

### **Classroom Teaching and Learning Technology Committee Progress on Charges for 2017-2018**

- 1. Review and recommend any revisions to policies, procedures, plans, and/or other relevant documents that are germane to the purpose of the Classroom Teaching and Learning Technology Committee; assist in drafting new policy and procedures, if needed.**

This Charge stems from the role that the CTLTC took in generating and adopting the Classroom Technology Standards that the college has used as its guiding metric whenever the classroom presentation technology is updated. Each year the committee looks at the existing standards document and discusses changes within that document that must be made, as well as any specific college policies that need to be adopted or modified during that Academic Year. A revision of the Standards document was proposed during the previous Academic Year, so the incoming committee took the opportunity during the first committee meeting in September of 2017, to discuss the current standards document and the need to further educate faculty about the existence of said document. The committee also began reaching out to faculty to attempt identifying any areas where the classroom presentation technology did not meet the current standard; from that investigation classrooms have already come to the committee's attention and those issues are being addressed by the Department of Learning Technologies.

Conversation at the committee level has centered around ensuring that Faculty are aware that the standards document is just a starting point for the classroom technology, and that faculty input is what drives any innovation. Information from Charges 3, 4 and 6 will shape the final report on this charge.

Additionally,

The CTLTC reviewed and provided feedback to support a more efficient and effective re-designed TCC Syllabus Builder.

The Committee also provided feedback toward the ongoing PAPC Communication Proposal.

The TCC Classroom Technology Standard is updated bi-annually and was reviewed last year.

The CTLTC received numerous requests to enhance technology in analog classrooms at the Virginia

Beach Campus. Based on these requests Apple TV was added to four classrooms in the Pungo building, and a camera was added to a music lab, and ATC building is scheduled for a complete classroom technology renovation during the late spring and summer. Additional funding is needed to implement the faculty supported Classroom Technology Standard and thereby complete the digital conversion of Virginia Beach campus classrooms. All Norfolk, Chesapeake, and Portsmouth campus classrooms are in compliance with the TCC Classroom Technology Standard. The Standard lists the minimum resources that teachers and learners must have in any teaching location.

GOAL COMPLETION: final committee report – May 2018

(Assigned to: All committee members)

**2. CHARGE COMPLETED: Produce a shared governance resource that promotes access to information, collaboration, and communication amongst stakeholders.**

(Assigned to: John Morea, Learning Technologies with recommendations for all committee members)

Purpose of Governance Portal - the implementation of a college-wide TCC Governance Portal utilizing our Blackboard Learning Management System as a way for governance committees to communicate synchronously and asynchronously.

Every faculty member may have access to the Organization site for Governance Committees. Every faculty member would have access to the Organization site for Governance Committees.

Features:

- a. Blogs and Discussion Boards for committee members and at-large faculty to participate in committee discussions.

Blog created to host abbreviated and unapproved summaries of committee meetings to support timely feedback from college stakeholders.

Discussion Boards—there is a forum for each committee charge. Allows for discussion of each charge and for committee to solicit feedback

- b. Agendas for upcoming meetings along with instructions for attending meetings through Blackboard Collaborate Ultra

Each committee has one link that is the link that will be used for the committee all year

- c. Calendar—has scheduled meetings for committees in the calendar view. Can uncheck the calendars included that are not governance

Question: Can it work with Outlook? Would be nice if it would. Exploring possibility.

- d. Drop Box and Email—available just to that committee.
- e. Each committee has a dedicated URL to host synchronous committee work sessions and meetings.

- f. Committees can be contacted via email inside the portal.
- g. Committee guidelines and deadlines are posted to support effective operations/

John Morea & Learning Technologies department completed the Governance Portal in early September. They shared it with the CTLTC and it was unanimously approved. It was introduced to the PAPC at their September meeting. Although it was not selected as the PAPC's choice for their Annual Charge One: Communication Plan, several governance committees are using the site - particularly the net-meeting feature for committee members to attend meetings while at other physical locations as well as the Discussion Board feature. Although the solution provides the capability for all college faculty to engage with a committee, this feature is currently disabled."

**3. ONGOING: Produce a report that provides the pros and cons of using an LMS lecture capture solution such as Blackboard Collaborate Ultra rather than Panopto for lecture capture.**

(Assigned to: Matt Blanchard and Staci Forgey).

Matthew Blanchard was tasked with researching this prior to the first meeting of the committee in September of 2017. As the cost of Panopto is significant and Blackboard Collaborate Ultra is already a part of the Blackboard LMS contract, it seemed that Panopto represented a potential duplication of resources where costs could be saved. Staci Forgey and Matt began planning a limited pilot to see how fully featured Blackboard Collaborate would be when creating classroom recordings and briefed the committee on how they would proceed, but quickly discovered that there was a significant limitation to Collaborate in that it is unable to capture footage of both the instructor and the PC desktop at the same time. It was at this point that Matt and Staci looked for any official language related to the needs of Lecture Capture. At the January meeting Matt gave an update that he was reviewing language generated by the VCCS' eLearning and Educational Technology Committee had recommended language that defines what Lecture Capture both is and isn't. Matt recommended adopting The ELET language which, if adopted, would require that Lecture Capture feature the ability to capture the instructor and any PC desktop content at the same simultaneously. Given this new defining language and the pending LMS transition, the committee is generating its report based on the technological strengths and weaknesses of both Collaborate and Panopto.

GOAL COMPLETION: final sub-committee report - February 2018

**4. ONGOING: In coordination with the Learning Technologies Department review and recommend components to redesign the classroom MPS (Media Presentation System) in order to reduce costs and maintain quality of service.**

(Assigned to: Rashad Ridley and John Morea).

It was determined that Charges 4 and 6 are linked. The survey produced by Charge 6 will offer input for Charge 4, as well.

Matthew Blanchard presented the iZiggy document camera from iPevo. The iZiggy is an HD and digital USB document camera. This document camera costs a fraction of the document cameras widely in use

across the college and provides better resolution with more features. The document camera connects to the computer in a classroom allowing instructors to record, zoom, inverse, and focus from a PC.

The committee members were impressed with the camera's functionality and clarity.

These cameras will be installed in the ATC classrooms as part of a Digital Classroom upgrade/renovation planned during the spring and summer.

Beth Callahan asked for a portion of the older document cameras to be transferred to the library to support accessibility needs.

Additionally, the cameras were installed in E-133 on the VB campus at the request of Joe Kasper, music professor, so that students could see the piano keys for better course content comprehension.

GOAL COMPLETION: final sub-committee report - April 2018

## **5. CHARGE COMPLETED: Increase faculty awareness of campus Distance Learning Classrooms.**

(Assigned to: Matt Blanchard and Ané Pearman)

*These are classrooms with high quality lecture capture capabilities.*

*The idea is that you could teach two sections at two campuses simultaneously (which would be useful when two sections have low enrollment—could combine across campuses)*

The November CTLTC was conducted in a distance learning classroom, Martin 2610, and at the VB campus. The Portsmouth campus was to use the room (A 210) in November for a meeting. Meetings, in these rooms, is a manner in which to advertise/share what the room can do, and helps to make faculty and staff aware that they exist and are available.

Ané presented to the PAPC regarding the existence of the rooms and asked committee members to share with their constituents information regarding the availability of the classrooms to potentially increase class enrollments and/or assist with helping students by using the rooms to increase enrollment in courses that had small enrollment but were necessary for student graduation. Ané submitted an informal report on 12/6/17 to the chair of the PAPC with instruction usage manuals for Norfolk & Portsmouth campuses (only manuals available at present) and answers to questions posed by PAPC members.

Course to have been offered on the Portsmouth campus for Spring 18, using Distance Learning Classroom, did not make enrollment. Suggestion made to consider CHD/Early Childhood Development courses in future.

### **Copy of Informal Report:**

#### QUESTIONS from PAPC to CTLTC regarding Distance Learning Classrooms from Meeting on 12/8/18:

Question sent to John Morea, Ex-Officio for CTLTC-

There was a question regarding use of proctors/official policy (where it's documented)... regarding proctoring of the distance learning classrooms.

I see in the guide on page 35 - there's a proctor guide.

1. Who are proctors?
2. How are they compensated?
3. Why are they required?
4. Where are proctor guides located?

Do you know any of these answers?

**RESPONSES:**

Hi Ané. The term proctor may be interchangeable with another support title, but the position provides essential real-time support during synchronous DL courses in the remote location without the course instructor. Page four of the attached VCCS document addresses the remote location's need for technical support. However, each TCC program would need to decide upon its proctor needs, and what skill set is needed to ensure that a DL course is supported effectively in both locations. A program could assign a work study or hire someone from the field, and the duties could vary significantly based on the course or program. Proctors could be used to ensure equipment is operable prior to each class, provide technical support, serve as a test proctor, etc.

Compensation is typically part of an MOU between two parties. For example, TCC conducts Vet Tech synchronous DL courses with BRCC. The course instructors are at BRCC and it is BRCC that pays for a part-time proctor to support TCC students here. I don't think College or VCCS policy is needed for our new classrooms since TCC is both delivering and receiving. The situation for using the rooms should drive the solutions implemented.

Rather than letting administrative responsibilities such as funding and support lead the discussion, focus first on how TCC courses could utilize the technology in these classrooms to record high quality on-demand lecture or reach learners at multiple locations to support enrollment, and student success at TCC.

Teaching and learning needs that are supported by the technologies in these classrooms would provide the framework to engage a Dean in additional support discussions.

**ADDITIONAL INFORMATION from CTLTC CHAIR:**

I will attach Distance Learning Usage Guides for two campuses. When other campuses move to utilize the rooms, the guides will be created for those campuses by John Morea.

**From November CTLTC Minutes:**

**GOAL -- Increase faculty awareness of Campus Distance Learning Classrooms.**

The November CTLTC was conducted in a distance learning classroom, Martin 2610, and at the VB campus.

The Portsmouth campus is trying the room (A 210) next week. Meetings in these rooms is a way to advertise what they can do, and makes faculty and staff aware.

**Link to Promo video in Share Point for these rooms:**

<https://intranet.tcc.edu/sites/InsideTCC/AcademicStudentAffairs/Library/Forms/Video/videoplayerpage.aspx?ID=324&FolderCTID=0x0120D520A80800EBDBBA1657373C479D2DBA97C4BCCC59&List=78bd97a9-c640-4bc2-990d-fb75bc272118&RootFolder=%2Fsites%2FInsideTCC%2FAcademicStudentAffairs%2FLibrary%2FTCC%20Distance%20Learning%20Classrooms%2FAdditional%20Content&RecSrc=%2Fsites%2FInsideTCC%2FAcademicStudentAffairs%2FLibrary%2FTCC%20Distance%20Learning%20Classrooms>

**Campus contacts to reserve a Distance Learning Classroom:**

Beach: Mike Summers (contact- Effi Vakalou)

Chesapeake: Tom Stout

Norfolk: Kerry Ragno

Portsmouth: Jenefer Snyder

**6. ONGOING: Collaborate with Learning Technologies Department to conduct a college-wide MPS study that quantifies equipment usage. (Assigned to: All committee members will work on this charge). April goal for completion of report.**

Survey questions:

- o Course and section teaching
- o If you use MPS to display content
- o How often you use the MPS
- o Which components are used
- o Control station
- o Additional comments and needs

Survey was created, reviewed by PAPC, accepted and email was sent on 11/14/17 to advise all faculty on all campuses of upcoming on campus visits with survey. Submitted to TCC print shop middle of October to disseminate end of November and throughout December. Print shop delays in completing surveys has caused the on-campus visits with survey to be delayed to Jan/Feb 18. Survey will begin on 22 January with 16 week and possibly 2<sup>nd</sup> 8 week courses' classrooms being included.

During months of discussion of the survey, it was brought to Ané's attention by VB faculty the need for Apple TV installation in several classrooms and this was installed in requested rooms after suitable switches were obtained for optimal functionality.

GOAL COMPLETION: Survey – Week 3 Spring 18 semester with final sub-committee report - April 2018

**7. ONGOING: Determine the committee's role in advancing Guided Pathways. (Assigned to: All committee members will work on this charge.)**

The CTLTC has discussed its role in advancing Guided Pathways; we surmise that different pathways will possibly need different classroom/teaching technologies based upon course content. Additionally, we believe that the Governance Portal would be a means to enhance and increase communication by all involved with Guided Pathways from Pathway's Deans, to Program Leads, to Discipline Leads, to college administrators.

It has been recommended that the CTLTC contact Pathway Deans and/or Campus Deans (not Program Leads as that is a limited time program running Spring 17- Spring 18) and request their input toward how the CTLTC may support them and the Pathways.

#### PATHWAY & CAMPUS DEANS (August 2017)

##### Pathway Deans

Arts & Humanities: Kerry Ragno

Business: Johnna Harrell

Computer Science & IT: Bill Clement

Engineering, Science, & Mathematics: Diane Ryan

Health Professions: Tom Calogrides

Maritime & Logistics: Thomas Stout

Mechanical & Industrial Technology: Beno Rubin

Public & Professional Services: Joe Fairchild

Social Sciences & Education: Jenefer Snyder

##### Campus Deans

Peter Agbakpe, Interim-Portsmouth Campus

Marcee Andersen, Virginia Beach Campus

Phyllis Eaton, Portsmouth Campus

David Ekker, Virginia Beach Campus

Greg Frank, Virginia Beach Campus

Kelly Gillerlain, Interim-Chesapeake Campus

Corrine Lilyard-Mitchell, Interim-Portsmouth Campus

GOAL COMPLETION: final report April 2018