

TCC Governance Committee Minutes—Classroom Teaching and Learning Technology Committee

Date: October 13th, 2017

Time: 2:00 pm

Location: Norfolk Campus, room 502 Green Building

Attendance:

In Attendance:

Matthew Blanchard (Learning Technologies)
Rashad Ridley (OIS)
Bethany Wright (Libraries)
Libby Jakubowski (Chesapeake)
John Morea (Learning Technologies)
Ané Pearman (Committee Chair)

Virtual Attendance:

Beth Callahan (Educational Accessibility)
Joe Reish (Portsmouth)

Guest Attendance:

Tim Jacox (Learning Technologies)

I. Call to order

Committee called to order at 2:05 pm

II. Minutes

Matthew Blanchard moved to approve September meeting minutes, seconded by Rashad Ridley. September's Meeting Minutes were approved unanimously.

III. Guest Speaker

Timothy Jacox - See Report item Six.

IV. Reports

Officer Report (Ané Pearman): Dr. Kolovani charged the PAPC with developing a Strategic Communication Plan for all TCC constituencies. A subcommittee was formed to address this charge and some recommendations were submitted.

The PAPC subcommittee recommended that Governance Committees submit a summary of each meeting to a central repository after each meeting. The central repository will compile Governance Committee summaries monthly and be sent via e-mail to "TCC all". There will be a link in the e-mail where below each summary you can write directly to add input based on what that committee is doing. A standing item on

each committees' agenda would be to review the comments at each meeting and discuss them.

All governance committees were asked by the PAPC to provide ideas and recommendations at the next PAPC meeting to help meet this charge.

V. Open business (Subcommittee Reports and Charge Updates)

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.

No information reported.

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

Ané Pearman and John Morea informed the committee that the TCC Shared Governance Portal was introduced to the PAPC. Although universal adoption was not discussed by the PAPC, several committees are using the resource including the CTLTC, OLC, Global and Intercultural Learning, Curriculum Committee to varying degrees.

John Morea stated that a PAPC member asked if a TCC stakeholder could choose to follow and unfollow a committee. The answer is, yes.

Also, the PAPC asked if there could be securities in place to ensure only committee chairs could delete content from the Shared Governance Portal and the answer to this question is, yes.

3. 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.

Matthew Blanchard gave brief update on planned pilot, and discussed with the committee the various ways Panopto is currently used for recording at TCC.

Pilot intended to ascertain if it is feasible to use Bb Collaborate Ultra for lecture capture instead of Panopto.

Using BB Collaborate Ultra to record instruction will likely require Faculty to be more selective and record teaching moments rather than a class from start to finish in order to save storage.

- 4.** 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.

Matthew Blanchard presented the iZiggy document camera from iPovo. 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.

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

Matthew Blanchard reported that the Cyber Security Program is interested in using the Distance Learning Classrooms to conduct cross-campus synchronous instruction during the spring semester.

The November CTLTC meeting will be conducted in a distance learning classroom, Martin 2610, and other committee members will attend in distance learning classrooms on other campuses.

- 6.** Collaborate with Learning Technologies Department to conduct a college-wide MPS study that quantifies equipment usage.

Learning Technologies (Timothy Jacox) is developing a brief survey to quantify usage of the classroom instructional technology (MPS). The data will be used to inform support and equipment and funding of instructional technology resources in TCC classrooms.

The survey will be 4-5 questions.

Survey questions will be proposed and vetted by the CTLTC working with Learning Technologies.

The CTLTC will compose and distribute an announcement email to notify TCC Faculty of the survey prior to November's Committee meeting.

The Survey will be conducted by Learning Technologies Technicians who will conduct the survey in-person by visiting classrooms. The intention is to solicit MPS usage data from course instructors prior to or after conducting class. This process is designed to ensure a high-rate of completion among those who have a broad range of technological proficiencies.

CTLTC supports in-person survey.

CTLTC members suggested the following questions be considered:
What MPS sources does the instructor use? What, if any, additional technological needs do you have?

Mr. Jacox intends to complete gathering of survey data by the December break.

7. Determine the committee's role in advancing Guided Pathways.
No information reported.

VI. New business

Updating CTLTC ByLaws -

Motion approved to ask PAPC to update membership requirements of CTLTC to reflect correct department nomenclature:

- F. **Edit:** One Office of Educational Accessibility or Testing Center representative, elected college-wide
- G. **Edit:** One representative from Learning Technologies elected college-wide
- H. **Remove:** One representative from eLearning elected college-wide. (Due to departmental closure and restructuring.)
- J: **Edit:** One representative from Faculty Professional Development

VII. Other

John Morea reported that Jenny Quarrels has resigned from her position as the Director of Learning Technologies with the VCCS. It is not known how this will affect the LMS RFP process.

VIII. Next meeting on 11/10/17 in 2610 Norfolk Campus, Martin Building

IX. Adjournment 3:00 PM