

**TCC Governance Committee Minutes—Classroom Teaching and Learning Technology
Committee**

Date: September 22nd, 2017

Time: 2:00 pm

Location: Norfolk Campus, room 502 Green Building

Attendance:

In attendance: Ané Pearman (Virginia Beach, committee chair 2017-2018)
Bethany Wright (librarian)
Matt Blanchard (Learning Technologies)
Marcee Anderson (Virginia Beach)
Staci Forgey (Portsmouth, committee secretary 2017-2018)
Rashad Ridley (OIS)

Absent: Joe Reisch (Portsmouth)
Pete Borders (Virginia Beach)
Beth Callahan (Disabilities Services)
Tom Lee (Batten Lab Manager)

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

Guests: John Morea (ex officio)

I. Call to order

Committee called to order at 2:04 pm

II. Guest speakers

John Morea

III. Minutes

- Meeting minutes from March were already approved. Missing minutes from the short meeting in April 2017.

IV. Reports

No subcommittee reports; new academic year

V. Open business

No open business; new academic year

VI. New business

- Discussion of our Annual Charges for committee approval. Committee unanimously approved charges for 2017-2018 Academic Year.
- Discussed subcommittees to begin working on the charges listed below:
 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. **All committee members will work on this charge**
 2. Produce a shared governance resource that promotes access to information, collaboration, and communication amongst stakeholders. **John Morea already handled this charge. Considered completed**
 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. **Matt Blanchard and Staci Forgey will work on this charge.** Matt has already started researching this charge.
 - The cost of Panopto is significant, and Blackboard Collaborate Ultra is already paid for. Storage may be an issue. Planning a pilot to research what faculty think of Panopto vs. Bb Collaborate Ultra
 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. **Rashad Ridley and John Morea will work on this charge.**
 5. Increase faculty awareness of campus Distance Learning Classrooms. **Matt and Ané will work on this charge**
 - 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)
 - In Virginia Beach—C 111 Blackwater building
 - 2010 Whitehurst in Chesapeake
 - 2610 Martin in Norfolk (may hold next meeting here)
 - A 210 in Portsmouth
 6. Collaborate with Learning Technologies Department to conduct a college-wide MPS study that quantifies equipment usage. **All committee members will work on this charge.**
 - Learning Technologies is already developing a survey and a usage counter for the MPS. The survey will be 4-5 questions asking about the usage. April is the goal for completion of survey.
 7. Determine the committee's role in advancing Guided Pathways. **All committee members will work on this charge.**

- Discussion on what our role is—maybe different pathways will need different classroom/teaching technologies.
- John Morea – sharing the TCC Governance Committee Blackboard Org site – our new portal for clear communication not only with our own committee but with other committees as well.
 - John discussed the implementation of Blackboard Organizations as a way for governance committees to communicate better, as suggested by Dr. DeMarte
 - Every faculty member will have access to the Organization site for Governance Committees
 - Features:
 - Blogs and Discussion Boards for faculty to participate in committee discussions
 - Blogs are for abbreviated minutes since minutes can take a while to be posted. Months are already populated for the minutes
 - Discussion Boards—there is a forum for each charge. Allows for discussion of each charge and for committee to solicit feedback
 - 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
 - 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
 - Drop Box and Email—available just to that committee.
 - Motion to pass Organization Site. Unanimously approved.

C. Schedule of meetings – 2nd Fridays of each month

- 9/22 meeting completed
- 10/27 next meeting date (moved from 10/13)
- 11/10 for November
- 12/8 for December
- 1/12 for January
- 3/23 for March (moved from 3/9, since 3/9 is Spring Break)
- Potentially 4/13 and 5/11 for April and May

VII. Other

- Discussion on the standardization of meeting minutes. Will use template for minutes and for agendas. Minutes will be submitted on Blackboard Organization site as well as to the website. Google docs may work for standardization
- While reviewing charge 1, it was brought to the committee's attention that the prior standard for classroom technology that the committee set is not being followed at all campuses.
 - Lynnhaven and Pungo buildings in Virginia Beach have some problems. Some classrooms have chalkboards and not whiteboards, and the Pungo building has a projector that has failed and needs to be replaced.
 - The committee requests a status update for this projector, and will try to find a solution to the whiteboard issue.

VIII. Next meeting

10/27 Norfolk Campus. Will try for Martin 2610 to demonstrate Distance Learning Classroom. If not, will have in Green building 502.

IX. Adjournment

Meeting was adjourned at 3:02 pm

Submitted by
Staci Forgey