

Memorandum: Mid-Year Report to Executive Staff Member

To: Daniel DeMarte, Executive Vice President for Academic and Student Affairs
From: Matthew Watts, Online Learning Committee Chair
Date: November 21, 2017
Subject: Governance Committee Mid-Year Report 2017-2018

Final 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 Online Learning Committee; assist in drafting new policy and procedures, if needed.
 - a. Review the results of the online course review and recommend a plan of action based on the results. Review and recommend the TCC Standards for Quality Online Teaching.
 - b. Review and recommend any revisions to the TCC Blackboard Template.
 - c. Work with Learning Technologies to develop a comprehensive online student identity verification initiative which may include proctoring. In collaboration with the Instruction Committee, recommend revisions to the TCC official course syllabi to include proctoring and student identity verification procedures for online courses.
 - d. Review and recommend any revisions to the online student orientation in Blackboard.
2. Increase faculty awareness and access of any changes with the above policies, procedures, and plans.
3. Determine the committee's role in advancing Guided Pathways.

Status of charge 1a: Currently Faculty Professional Development is still collecting the data from Deans for the online course review. Once all the data is collected, FPD estimates about a month will be needed to complete the initial analysis of the data. Then OLC will have access to the analysis. The subcommittee dealing with this charge, led by Cameron Russell and Bill Connor then estimate three to four months will be needed to review the results and provide recommendations. This charge will be carried over to the 2018-2019 academic year since the analyzed data was not received in time. The review of the TCC standards for Quality Online Teaching has begun but also relies on the results of the online course review to proceed.

Status of charge 1b: The Online Learning Committee reviewed and recommended the 2018 Blackboard template. The new template includes a few improvements that delete redundancy and make it easier for faculty to update course shells accurately. The OLC also reviewed and recommended implementation of the Blackboard 2016 theme beginning with in Spring 2018. The theme allows better access of the Blackboard site with mobile and tablet devices. This charge has been met for the year.

Status of charge 1c: A subcommittee, led by Forrest Crock, has researched and discussed the issues of student identity verification. A document has been produced and is currently being vetted by the subcommittee. The draft should be available for the entire OLC to provide feedback in early spring 2018. The OLC is on course to have approved the document before the end of the spring semester 2018, thus completing the charge this academic year.

Status of charge 1d: A subcommittee, led by Siabhon Harris, has reviewed the current iteration of the Online Student Orientation in Blackboard. Feedback has been compiled and a draft of recommendations will be made available to the entire committee in spring. The OLC is on course to have approved the recommendations before the end of the spring semester, thus completing the charge this academic year.

Status of charge 2: The OLC has been an active committee on the newly created TCC Shared Governance Portal in Blackboard. This allows interested members of all governance committees to access and comment on minutes and discussions within the committee. The OLC has been using the Collaborate Ultra inherent in this site to open up meetings to virtual attendees. With each of the tasks mentioned above, faculty members on the committee are tasked with getting feedback from their respective campuses and informing them of these issues when possible. In addition, the Online Learning Committee's page on the TCC website was updated for the past 2 years and maintained throughout the semester.

Status of charge 3: The committee feels that its role in advancing the Guided Pathways initiative is included the aforementioned charges.

Respectfully,
Matthew Watts