

**TCC Governance Committee Minutes #**  
**Online Learning #**

**Date:** February 15, 2019

**Time:** 10:30 AM – 12PM

**Location:** 2610 Martin Building - Norfolk

**Attendance**

In attendance: Matthew Watts (Chair), Bill Conner (Secretary-P), Julia Arnold (N), Michele Marits (VB), Bethany Wright (Librarian), John Morea (Ex-Officio), Iris Wang (DL), Jessica Morales (C); Forrest Crock (Vice Chair – C); Amanda Goldstein (ASA); Beth Callahan (PAPC); Kelly Gillerlain (PAPC); Ané Pearman (CTLC, PAPC); Libby Jakubowski (SS); Rebecca Murray (Student); Leah Hadgedorn (N)

**Absent**

Marcee Andersen (Dean)

**I. Call to order**

- A. ( Meeting was called to order by Matt Watts at 10:30 a.m. A quorum was present.
  
- B. ( The Online Learning Committee approved Libby Jakubowski from Student Services, and Rebecca Murray as a student representative, as new members, at the beginning of the meeting.

**II. Agenda Items**

- A. Approval of Minutes – The minutes of the January 2019 meeting were approved. Ané Pearman made the motion, and Forrest Crock seconded it.
- B. Distance Learning Update – John Morea did a presentation on Distance Learning as follows:
  - 1) TCC Canvas Template – Canvas calls this the TCC “Blueprint.”
  - 2) Canvas Overview Module – This is being called “Important Information for Students” and will be available in the summer of 2019.
  - 3) Census Data – There are approximately 500 on-line and hybrid sections planned in the Summer of 2019. 220 unique instructors are scheduled to teach these sections and 103 of them have had Canvas training.
  - 4) Purchase Course Materials Section – This section is controversial with faculty, and it generated much discussion. Since this is pre-programmed, students are told how to buy materials, but many of them don’t need the materials (ex. If the class is a Z class). Other students may find the section unreliable and use that as an excuse to spend their financial aid money elsewhere when they do need a book. John explained that it would be difficult to reprogram the section. There was no resolution: just an update by John, and concerns expressed by faculty.
  - 5) Fall Course Shells – These will be released to faculty on March 8<sup>th</sup>.

- C. Subcommittee dealing with centralizing software licenses – Approved by Committee. Motion made by Ané Pearman, seconded by Michele Marits as follows: “The OLC recommends that whoever purchases and/or installs software on Tidewater Community College computers documents the purchase, license, and installation on a college-wide centralized list. The Committee makes this recommendation so that a software license is available for re-installation due to malfunction or deletion, and so that the license is available for reassignment when appropriate.”
  - D. Subcommittee dealing with an online course review – Bill Conner indicated that this subcommittee has met twice now. The committee believes that it needs to recommend online course review standards this year. Next year, armed with the new standards, the OLC should be able to appoint a subcommittee to deal with the on-line course review. The subcommittee expects to wrap up its work on online course review standards by the March meeting, and will report out to the full OLC at that time.
  - E. Subcommittee dealing with short courses– Forrest Crock presented research done nationally, addressing student success in courses of shorter duration. Both this subcommittee, and the OLC as a whole, expect that there will be no “one-size fits all” recommendation. The subcommittee will suggest a resolution next month that will ask the Vice President of Academic Affairs to request that Pathways study shorter course durations, and then use their research to plan their own schedules accurately.
  - F. (Organizations – Matt Watts indicated that Iris Wang has created a Canvas shell for the OLC, as an organization, but he may not have shared it with the group yet. He will do so after the meeting.
  - G. Online Virginia Network– John Morea and Matt Watts explained that TCC is one of five community colleges that partner in the “online Virginia Network.” This network is a consortium that lets students take online classes at any of the institutions and receive credit to be used at one of the other institutions under certain condition.
- III. ( The meeting was adjourned at 11:50am. The next meeting will be at 10:30AM on Friday, March 22nd, 2019. It will occur in the Martin Building, Room 2610.