

TCC Governance Committee Minutes Online Learning Committee

Date: 4/21/2017

Meeting Time: 10:30 am

Location: Norfolk Campus, Martin Building 2610

	In Attendance	Absent
Chair	Cameron Russell	
Chesapeake	Scott Carlson Matthew Watts	
Norfolk		Lotlamoreng Mosiane (Gilbert)
Portsmouth	Bill Conner	Siabhon Harris
Virginia Beach	Michele Marits Susanne Rauch	Frank Futyma
eLearning		Marsha Jurewicz
Learning Tech.	Iris Wang	
Student Services	Emanuel Chestnut	
Librarian/Counselor		Stephanie Fair
Dean Representative	Mark Flanders (for Jim Perkins, Chesapeake, retired)	
Student Rep.		
Ex-Officio	Sarah DiCalogero	
PAPC	Marcee Anderson	
Administration Ex-Officio	Virginia Zillges	
Guest		

- I. **Call to order**
 1. 10:35 am by Cameron Russell.

- II. **Minutes**
 1. Follow-up to last minutes:
 2. Minutes were discussed. Can be approved later through email.

- III. **Old Business**
 1. Student Orientation:
 - Student Orientation: Entire orientation can be piloted in fall of 2017.
 - Online Grade Appeal: Dr. DeMarte would like OLC to create a draft for his review
 - Recommendations for Learning Institute May 10, 11: Sarah Dicalogero on Verification; Matt Watts on Accessibility. These will be on May 11 (day 2 in the afternoon). Main theme of the May Learning Institute is Pathways.

IV. New Business

1. **Discussion:** lots of volunteers to be on OLC next year. Examples:
Holly Estrada, ADMS, Chesapeake
Jeannie Hopkins
Siobahn Harris
2. **Definitions of Courses (see scheduling policy):** Dr. DeMarte would like all students at the point of registration in OIS to know the meeting times for hybrid courses. That has not been happening and needs to happen. How can we make this happen?
Cameron explained that she will draft an email about definitions to all teaching and adjunct faculty. Many faculty do not likely know these definitions and the implications. Background: When requirements were added for instructors who teach online (TOP ETC...) many faculty switched to hybrid but still taught courses like they in the online modality. But students have a right to know meeting times at the start of the semester so they can plan.

Bill added that at the next program leads meeting, they are going to discuss definitions. If Deans need online courses, they will select a faculty member who will teach it online.

Cameron will use Marcee's example and send a draft to DeMarte to revise the student handbook language regarding the handling of online student complaints.

3. **Next year charges:** The committee will work on procedures for proctored tests off-campus
4. **OLC Bi-laws:** These need to be published. Also there needs to be someone who can update the Governance site. Currently, no charges or minutes have been posted.
5. **Learning Institute:** May 10. Theme is Guided Pathways.
 - Matt will present on accessibility with Beth Calahan
 - Cameron will present on Student Identity Verification
6. **Election of New Officers.** Cameron nominated Matt for Chair and Sarah DiCalogero seconded. Cameron will hold a vote online.
7. **Closure of OLC:** There will be no meeting in May of 2017.
8. **Progress on OLC charges for 2016-2017** (*see handout)
9. **QM Program Reviews: Lynn Rainard** (*see handout)
 1. Candidacy for **faculty support** can begin in May of 2017 with a QM review by June of 2019.
 2. **Learner support** candidacy begins in August of 2017 with a QM review by April of 2020.
 3. **Program support** candidacy can begin May 18 of 2018 and the QM review by June 21 of 2021.
 4. **Learner success** candidacy can begin on June 18 and be reviewed on June 21 of 2021.

Lynn discussed items TCC does not do that will need to be done to get QM Program Certification.

The OLC vetted the plan Lynn Rainard distributed. Lynn will send the plan to Dr. DeMarte by 5/24/2016.

Responsible Party	Action Item	Due Date
Cameron Russell	<ul style="list-style-type: none"> -Will send college wide email to faculty about definitions and the college scheduling policy -Will send out poll/email so OLC members can vote on next year's membership -May want to touch base with Stephanie Fair who hasn't been attending 	
Virginia Zillges	<ul style="list-style-type: none"> -Write and submit April OLC notes to Cameron -Assist Cameron with presentation on student verification for Learning Institute -Ask Iris for clarification on Student Verification by email -Ask Iris for any changes Learning Technology made to the template guidelines -Send Emanuel Chestnut the overview of the student orientation -Enroll Emanuel Chestnut in the orientation 	
Sarah DiCalogero	<ul style="list-style-type: none"> -Assist Cameron with presentation on student verification for Learning Institute 	

V. Adjournment

1. Unanimous voice vote to adjourn the meeting at 12:20ishPM

