

TCC Governance Committee Minutes Online Learning Committee

Date: 11/20/2015

Meeting Time: 10:30 am

Location: 2610 – Martin building, Norfolk campus

In attendance:

Chesapeake –Paul English

Portsmouth – Bill Conner

Norfolk – Sarah DiCalogero, Cameron Russell, Joe Joyner, Suki Tooley

Virginia Beach –Ané Pearman, Michele Marits

Dean Representative – Jim Perkinson

Center for eLearning – Marsha Jurewicz (and designee Amanda Goldstein)

Department of Learning Technologies – Iris Wang

Ex-Officio, PAPC Appointee – Virginia Zillges

Student Representative – Morgan Bend

Absent:

Chesapeake –Jeannie Taylor

Portsmouth – Gerry Wright

Virginia Beach – Deborah Edson

Librarian/Counselor – Jacque Dessino

Dean of Student Services – Emanuel Chestnut

I. Call to order

10:30 am by Sarah DiCalogero

II. Minutes

- a. Changes to minutes from last meeting
 - i. Add Gerry Wright to attendance
 - ii. Change “FEP” to “FDEP”
- b. Minutes were approved, seconded, unanimous

III. Reports

- a. Office Reports
 - i. Chair (Sarah DiCalogero) and Virginia Zillges met with Dr. DeMarte on November 5th, and there was a change to the following charge: “By December 2015, in conjunction with the Department of Learning Technologies, review the use of Blackboard Collaborate to authenticate the identity of online students and to conduct office hours online; also identify other cost neutral (no new student fees or costs to the college) methods to authenticate student identity (e.g., testing centers for exams, use of other Bb functions).

IV. Subcommittee Breakout Sessions

- a. 30 minutes of OLC meeting time was granted for subcommittee discussions.

V. Subcommittees Reports

- a. Subcommittees are as follows

Meeting Notes taken by Amanda Goldstein, and submitted by Marsha Jurewicz, Secretary

- i. Orientation for Online Learning (Ané, Jim, Iris, Joe, Ginger)
 - 1. Suggestion to include “how to” log in Blackboard outside Blackboard
 - 2. Suggestion to include map of computer labs across campuses
 - 3. Statement of suggested browsers/operation systems/device
 - 4. Information about computer club and chance to acquire a computer
 - 5. Include orientation to online learning
 - 6. Suggestion to create an attendance policy for online learning – idea for best practices
 - 7. Suggestion to make the orientation a requirement, but not a pre-requisite – could be included in the template as an assignment where students would have to upload a certificate of completion
 - 8. Virginia is spearheading a focus group with student sample
- ii. Interactive Syllabus (Iris, Michele, Joe)
- iii. Authentication (Bill, Iris, Debbie, Sarah, Jacque, Gerry, Suki)
 - 1. Suggest to have a three layer approach that is mandatory:
 - a. Use student pictures within roster (institution required)
 - b. Student affirmation statements
 - c. Verification through one of the following sources:
 - i. Synchronous office hours
 - ii. Testing centers
 - iii. Teacher proctoring tests through Bb Collaborate
 - iv. Tegrity, AXIOM and other paid services
 - 2. Recommend to conduct one-hour synchronous office hours using any tool, with preference for institutionally supported tools such as Bb Collaborate.
- iv. FDEP/QMPR (Jeannie, Marsha, Ginger)
 - 1. Subcommittee worked on rewording the requirement for online classroom observation. (E-3 Appendix)
 - 2. Jeannie spoke with FDEP committee, and there was consensus that there needs to be changes
 - 3. Suggest that there are two options:
 - a. QM Review
 - b. Informal Review with the Dean
- v. Template (Ané, Gerry, Marsha, Sarah)
- vi. Establish Best Practices (Cameron, Marsha, Ginger, Michele, Morgan)
 - 1. Members of the subcommittee will research other colleges for Best Practices of Online Instruction, and research where the information will be located on the TCC website. Best Practices should be more than just a list, and needs to be modeled or examples provided to faculty.
 - 2. Cameron will inquire on a Learning Institute session and additional forums via Bb Collaborate for online faculty to help identify Best Practices. Marsha will look for an online faculty distribution list. The subcommittee will meet at least 2 more times this spring.

VI. New Business

a. Diversity Statement for Bylaws

- i. Proposed Statement: Equally important as our knowledge, skills, and abilities, are the values we should place in embracing and respecting our differences. In support of the Chancellor’s Task Force on Diversity and the College’s Diversity and Inclusion Statement (2015 draft), the college is unwavering in its commitment to foster a climate that is inclusive of all and welcomes the full spectrum of diversity as reflected in the community that it serves. As a diverse population when comprising the leadership/membership of our councils, committees, associations, and senatorial positions. Link to Diversity & Inclusion webpage: <http://web.tcc.edu/welcome/president/diversity.html>

- 1. Need to include discussion board on the Bb org site to discuss this item.

VII. Announcements

- a. No meeting on December 18th
- b. Next meeting on January 15th at 10:30am in Martin 2610
- c. Action items were reiterated (see table below)

Responsible Party	Action Item	Due Date
Cameron Russell	Send out summary for Best Practices	Prior to Nov. 24th
Marsha Jurewicz	Create Discussion Board for Diversity Statement	Prior to Dec 4th
OLC Members	Reply to discussion board on diversity	Prior to Jan OLC Meeting
Sarah DiCalogero	Send out recommendations for voting on authentication charge	Prior to Dec 15

VIII. Adjournment

- a. Unanimous voice vote to adjourn the meeting at 12:10PM