

TCC Governance Committee Minutes Online Learning Committee

Date: 11/17/2017

Meeting Time: 10:30 am

Location: Norfolk Campus, Martin Bldg, Room 2610

	In Attendance	Absent
Chair	Matthew Watts	
Chesapeake		Carolyn Satz
Norfolk		O. Jennifer Dixon-McKnight Shannon Ponack
Portsmouth	Siabhon Harris (virtual)	
Virginia Beach	Katie Robinson	Susanne Rauch
Faculty Professional Development	Marsha Jurewicz	
Learning Tech.	Iris Wang	
Student Services	Apple Tarves	
Librarian/Counselor		Vacant
Dean Representative		Marcee Anderson
Student Rep.		Larry Hall
Ex-Officio		Cameron Russell
PAPC	Michele Marits	Bill Conner Forest Crock
Administration	John Morea	
Guest	Amanda Goldstein Fred Stemple	Heather Brown

- I. **Call to order**
 - a. 10:30 am by Matthew Watts

- II. **Minutes**
 - a. October, 2017, minutes were corrected and approved, unanimously.

- III. **Old Business**
 - a. **Membership needs**
 - i. There are still vacancies for Portsmouth Faculty and Librarian/Counselor

 - b. **Governance Portal**
 - i. OLC members continue to access to the portal and use it for online communication.

- IV. **Subcommittee Reports**
 - a. Student Identity Verification Subcommittee:

- i. Forrest Crock and the subcommittee have prepared a working document with research and recommendations for a comprehensive student identity verification policy.
- ii. The document is currently being discussed and revised within the subcommittee.
- iii. **Action Item:**
 - 1. All members of the Student Identity Verification Subcommittee should review and comment on this document located in the TCC Shared Governance Portal discussion Board before the end of the semester.
- iv. The OLC as a whole will then comment and provide feedback in the spring.
- b. Online Review Subcommittee:
 - i. Cameron wrote an email to Dr. DeMarte to ask for the online course reviews to be completed by November 1, so that the OLC can complete the charge by the end of the academic year (Spring 2018) on October 17, 2017.
 - ii. Marsha confirms that no significant increase has occurred with the data collection for the online course review.
- c. Online Student Orientation Subcommittee:
 - i. Siabhon provided an update on the progress of the subcommittee. Communication has occurred via email and the Bb discussion board.
 - ii. The subcommittee will have a proposal for recommendations to be discussed by the OLC by the January meeting.
 - iii. **Action Item:**
 - 1. All members of the Online Student Orientation Subcommittee should review and comment on this discussion located in the TCC Shared Governance Portal discussion Board before the end of the semester.
 - iv. The OLC as a whole will then comment and provide feedback in the spring

V. Other Business

- 1. Testing Center Policy Change
 - a. The testing centers reported a change in policy where a student will be allowed to start an exam closer to the closing time. The change was provided to a faculty member from each campus and they were tasked with providing feedback from their campus. Katie Robinson (Virginia Beach) and Bill Connor (Portsmouth) provided feedback and it is posted in the discussion board.
 - b. **Action Item:**
 - i. Carolyn Satz and Cameron Russell still need to provide feedback from their colleagues.
 - c. Apple Tarves informed the committee that the change was only occurring at the Virginia Beach testing center but that if it is successful may be implemented college wide.
- 2. Status of the new Online Training Course for Faculty
 - a. Marsha informed the committee that the course to replace QM is almost complete. A beta version of the course will be made available for

faculty who need the course to finish TOP Elite. The fully finished course will be ready for faculty by December.

3. VCCS Performance Funding Metrics
 - a. Curt Aesen and Kim Bovee presented on this important topic.
 - b. A percentage of the funding TCC gets from the VCCS (currently 16% but increasing to 20%) is based on how successful students are. The criteria for this measurement were provided.
4. Fred Stemple mentioned the Department of Faculty Professional Development to have an event in the spring for online faculty.
 - a. The event would be open to all faculty but be focused on online teaching and best practices.
 - b. The OLC is interested in participating in the event and its planning.
5. John Morea has an updated version of the TCC Syllabus builder. Many of the problems are fixed and it will be presented at the next meeting.

IV. Adjournment

- a. Unanimous voice vote to adjourn the meeting at 12:30PM
- b. Next meeting January 19, 2018