

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

**Date:** September 21, 2018

**Time:** 10:30 AM - 12:00 PM

**Location:** 2610 Martin Building - Norfolk

**Attendance**

In attendance: Matthew Watts (Chair), Forest Crock (Vice-Chair, C), Bill Conner (Secretary-P), Jessica Morales (C), Julia Arnold (N), Kelly Gillerlain (PAPC), Beth Callahan (PAPC), Michele Marits (VB), Bethany Wright (Librarian), Ané Pearman (CTLIC, PAPC), John Morea (Ex-Officio), Iris Wang (DL), Matthew Blanchard (Guest); Libby Jakubowski

**Absent**

Jeannie Hopkins – Seated after meeting (P), Leah Hagedorn (N), Katie Robinson (VB), Amanda Goldstein (ASA), Angela Holley (SS), Marcee Andersen (Dean)

**I. Call to order**

Matt Watts called meeting to order at 10:30 a.m. A quorum was present.

**II. Agenda Items**

A. Approval of Minutes – The minutes of the April 2018 meeting were approved without exception.

B. Changes to Bylaws

1) Membership - The committee discussed whether the bylaws should be changed because certain departments were eliminated or consolidated this year. For example: Should there now be two administrators from Learning Technologies and 1 from the Office of Accessibility? Should there still be a required Dean member?

2) Merger with CTLIC – Ané Pearman, the current chair of CTLIC has proposed that CTLIC be merged with OLC. These committees both deal with on-line technology. Is there any need for a distinction between online and classroom learning technologies in such an environment? In addition, it has been hard to recruit separate members for CTLIC. Thus, Ané will bring bylaws for CTLIC for the next meeting.

3) Name of New Committee – It is reasonable to call the name of the new, merged committee, the On-Learning Committee.

4) Official Bylaws Change:

Under Membership:

Remove "One representative from the Department of Learning Technologies"

Remove "One representative from the Department of Faculty Professional Development"

Add "Two representatives from Academic and Student Affairs, with at least one from the Department of Distance Learning."

Ané Pearman motioned that the change be approved and Michele Marits seconded the motion. Approval was unanimous.

C. OLC Charges – This was discussed although final charges were not proposed. One item suggested was that the OLC should continue the work of the CTLC to work up a software tracking system for the entire college.

D. Canvas Conversion – John Morea spoke at some length about this. He showed a video and discussed current activities taking place throughout the college:

1) VCCS Canvas Training will occur at the Virginia Beach Campus on Friday, October 26<sup>th</sup>. This may be the only VCCS training on a TCC campus, although TCC will offer other training sessions. Learning Technologies can enroll faculty members who express interest.

2) TCC is one of 5 institutions piloting Canvas in the fall. The pilot program is very small, but here are some issues that are arising:

a) Publisher content cannot be paired with Canvas yet;

b) Canvas' Big Blue Button is designed to replace Blackboard Collaborate Ultra, but so far, it shows limitations: You cannot interface with multiple students over the webcam at the same time. TCC should consider requesting keeping Collaborate-Ultra as an add-on feature with Canvas.

c) There should be some kind of mandatory "update" procedure where TCC faculty are kept abreast of changes in Canvas.

d) TCC needs to be mindful of the legal implications of sharing any confidential data among students. For example, even a study group that is set up by a professor to do a project may expose the college to legal issues if confidential information is shared among the group. The dangers are associated with H.B. 1

3) There will be a large pilot program in the spring. Faculty members will be encouraged to start using Canvas for at least some of their classes.

E. Template – The committee discussed the request from Barnes and Nobles to have a bookstore button added to the Blackboard template. The committee wanted to know specifically where the button would link. Matt Watts will contact Bridgett Passauer for more information and call for a virtual vote by Wednesday September 26 if possible.

F. Drop Box - There were new requirements established for all governance committees in the spring of 2018. The committee was not sure who gathered drop box suggestions and referred them to the committee. It was clear that the drop box suggestions should come from employees of the college who are not on the committee, and the chair should bring them up at each meeting. Matt Watts and John Morea will try to determine how the committee will get these suggestions, but it is unlikely that the drop box will be established, and /or the committee will receive these suggestions for its October meeting.

III. The meeting was adjourned at 12:00PM. The next meeting will be on Friday, October 19 at 10:30AM in the Martin Building, Room 2610.