

To: Richie Windley President's Advisory and Planning Committee Chair

From: Forrest Crock, Distance Learning and Technology Committee Chair

Date: July 22, 2020

Subject: Governance Committee End of year Report 2019-2020

Charges for 2019-2020:

1. Create a pamphlet for counselors to be able to give to students to help inform students about online and hybrid courses.
2. Collaborate with the Instruction Committee to help design a syllabus template specifically for the hybrid and online courses including a statement of netiquette.
3. Develop and conduct an online proctoring pilot using ZOOM to allow students to be able to participate in online proctored exams.
4. Align online and hybrid course standards produced by the Online Learning Committee during 2018-19 with TCC's Online Virginia Network course and program processes

Status of Charge 1: The faculty serving this subcommittee have created a pamphlet which contains information to help explain to students where to go for help inside the class as well as externally (counselor and help desk for example). It has sections that explains the student's responsibilities in the class. Our hope is that his pamphlet will help better inform students who are new to the college experience what their roles are as students in an online class. There is an emphasis to students that they start the first week of class and that they explore their syllabus. There is also a part of the pamphlet where former students of online and hybrid courses have weighed in on actions they have taken to make them successful students.

Status of Charge 2: Charge 2 was tabled for the next academic year (2020-21), due to the lack of involvement from the Instruction Committee. I am going to suggest that next year we go ahead and work on this regardless if the Instruction Committee meets or not.

Status of Charge 3: The subcommittee has concluded that ZOOM is not an appropriate platform for proctoring large scaled testing events. You can only observe one student at a time and you can only record the student you are currently recording. Matthew Watts has discovered that respondus coupled with lock down browser has an excellent proctoring capabilities which includes a student have to show their ID to verify who is taking the test and to have to sweep the room with the Camera in order to determine there is nothing in the room that does not belong. The respondus lock down browser function also will create alerts if the student appears to be looking away from the screen during the test and will create reports for the instructor. This has been used extensively throughout the COVID 19 pandemic. I am going to suggest in the fall that we follow up with creating a survey for the year 2020-21 to determine how effective it has been through the COVID 19 pandemic in order to determine how many faculty are using it and their experiences with its use.

Status of Charge 4: The committee has reported that they are pleased with the layout of the OVN template and they claim they have using in their classes. We were also told that all of our online courses have been submitted into the Online Virginia Network to get the advertised through the VCCS.

I also want to reiterate as stated in the midyear report, that the DLTC must also take notice of technology in the face to face classes as well as online/hybrid. This could easily slip through the cracks as the majority of the faculty on the committee teach online/hybrid courses.

Forrest Crock

Chair of the Distance Learning and Technology Committee