

TCC Governance Committee Minutes
Distance Learning & Technology

Date: March 20, 2020

Time: 10:30 AM – 12PM

Location: Zoom

Attendance

In attendance: Forrest Crock (Chair), Matthew Watts (Ex-Officio), Leah Hagedorn (N), Beth Callahan (secretary), Elisabeth “Libby” Jakubowski (Counselor), Bethany Wright (Librarian), Julia Arnold (N), Michele Marits, Kelly Gillerlain (C), Amy Bohrer (VB), Norris McClain (D), and Ané Pearman

Absent: John Morea (Ex-Officio), Iris Wang (DL), Deborah Posey, Jessica Morales (C), and Amanda Goldstein (DL)

I. Call to order

Meeting was called to order Forrest Crock at 10:35 a.m. A quorum was present.

II. Agenda Items

A. Approval of Minutes – The minutes of the February 2020 meeting minutes were approved. There was a motion to approve minutes Ané Pearman and seconded by Michele Martis. All voted in favor.

B. Subcommittee Reports –

1. Pamphlet

- i. Draft reworded on 15th edition of pamphlet
- ii. Sent to Leah and Michele to review one final time

2. Syllabus Template Review

- i. Ané reported still waiting on Instruction Committee to do their portion
- ii. Seven policies on template wanted to modify these parts to add hybrid and online aspects of classes

1. Inclement weather

- 2. Classroom behavior for online learning environment
- 3. Course Communication-more inclusivity of online learning
- 4. Electronic devices
- 5. Electronic licenses and software needs
- 6. Required course text
- 7. Attendance policy
- iii. Will send it out when they are done working on the sections
- 3. Zoom
 - i. Matt reported that not work on remote proctoring tool
 - ii. Respondus and Lockdown Browser should be used
 - iii. VCCS temporarily has given access to unlimited use for now
 - iv. Accessibility may be an issue-Beth will research this information and develop a guide to use
 - v. This is the recommendation to committee and training will be available
 - vi. There is no student cost
 - vii. Full motion to wait until John Morea can participate
- 4. OVN
 - i. No report
- 5. Online Course Standards
 - i. No report

C. PAPC Updates

- 1. No report/no meeting

III. New Business

- A. Matt discussed having master online courses for all courses
 - a. In light of the issues we are facing now this would have been very helpful
 - b. Charge next year to prepare for this type of situation with master courses for all classes or possible subcommittee to begin work immediately
 - c. Ane´ - that online VA will help with this
 - d. Kelly -Business Pathway are doing this already to help with adjuncts but this also helps when you take a last-minute class
 - i. Canvas Commons- search BUS Pathway
 - e. Amy-have to be careful when using external content (McGraw Hill, Lumen, etc.)

- f. Kelly-just the basic structure to help save time with the basics
- g. University of Maryland requires adjuncts to use a preset class
- h. Forest requested that the committee send him an email if they are interested in participating in the committee

Beth motioned to adjourn, and Ané seconded.

Meeting was adjourned at 11:35 a.m.

Next meeting scheduled for 04/17/20 remotely on Zoom or 2610 Marting building (depending on college status)

Submitted: Beth Callahan