

**TCC Governance Committee Minutes**  
**Distance Learning & Technology**

**Date:** October 18, 2019

**Time:** 10:30 AM – 12PM

**Location:** 2408 Martin Building - Norfolk

**Attendance**

In attendance: Forrest Crock (Chair), Matthew Watts (Ex-Oficio), Amy Bohrer (VB), Leah Hagedorn (N), Bethany Wright (Librarian), John Morea (Ex-Oficio), Jessica Morales (C), Beth A. Callahan, Deborah Posey, Elisabeth “Libby” Jakubowski, Iris Wang, Kelly Gillerlain, Michele Marits, Norris McClain

**Absent**

Julia Arnold (N), Andrea Pearman, 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 September 2019 meeting minutes were approved. There was a motion to approve from Mattew Watts, and seconded by Kelly Gillerlain. All voted in favor.
- B. Appoint a Secretary – Forest appointment a seceratary, Beth Callahan, no objections were given.
- C. Subcommitte Reports –
1. Pamphlet
    - i. Libby reported that the subcommittee had been working together through email and had several examples of information that they would like to include in the handout on online classes
    - ii. They are still working on a title

- iii. Matthew suggested instead of pros and cons to have benefits and challenges with resources attached to the challenges
- iv. Kelly suggested one line be added about “Z” degree courses
- v. John also stated that there needs to be consideration that are all online and can not come in to face-to-face classes

## 2. Online/Hybrid

- i. No report

## 3. Zoom

- i. Matthew reported that the subcommittee was meeting after the meeting today
- ii. They have discussed developing an online proctoring pilot and may look into testing it in the Testing centers

## 4. OVN

- i. Amy reported that the subcommittee met and talked about the informal processes for OVN
- ii. John will give access to the subcommittee to look at a course structure
- iii. They talked about looking at how peer-to-peer tutoring would look
- iv. There was also discussion at reviewing templates from OVN that may be used to benefit all online classes and not just OVN

## D. PAPC Updates

- 1. Forrest reported that the PAPC met last month, and he will let us know when there is a charge given.
- 2. Forrest stated that faculty senate is looking into the differences between class sizes of online classes between campuses.
- 3. Forrest suggested that this would be within the DLTC scope and asked if people would be interested in participating

## III. New Business

### A. DTLC involvement with all classroom technology was mentioned

- a. DTLC encompasses all technology in class and not just online classes
- b. This would include the MPS stations in the classrooms

c. Forrest would like us to think about the possibility of creating a charge based on the need to become more active in classroom technology

Meeting was adjourned at 11:08 PM.

Next meeting scheduled for 11/15/2019 in Norfolk classroom 2610