

Distance Learning and Technology Committee

Minutes

16 September 2022

Location: Virtual via Zoom

In attendance: Ané Pearman, Beth Callahan, Bethany Wright, Heather Brown, Iris Wang, John Morea, Kim Perez, Lisa Whitaker, Michele Marits, Dean Nancy Prather-Johnson

- I. Call to Order at 12:05 pm
- II. Introductions: none this month
- III. New Business
 - A. Chair report – The committee still has multiple vacancies. See appendix A
 - B. Mary Hanlin – Library subcommittee OER – subcom

LT \$40 OR free? Define OER. Possible to mark in SIS? GOAL: Who's using it.
Anecdotal – OER workshops,
Book store – possible to label OER
Z course VS OER –
Spreadsheet since less than \$40 since 2020 –
Plan to send to all faculty.

NEED FROM DLTC – review

ACTION – Ané – response to Mary Hanlin on 21 Nov/ role: task for DLTC --“Defining OER”

- C. Discussion of potential charges. Committee has not received official charges yet.

1. **CHARGE:** Introduction of Hyflex classrooms suggested as charge for next year

VCCS will come out with a definition of Hyflex in November; the focus will be on student flexibility. Dean Fairchild is chairing a Hyflex committee at TCC. It would be best to wait until we have an official definition of Hy-flex.

We need a clear delimitation between hybrid, what TCC calls Hyflex and classes taught at one campus and broadcast to others.

Dean Prather-Johnson said her pathway is piloting a Hyflex Economics course in the spring.

SCHEV does not yet recognize Hyflex as a modality.

Flexibility means being able to choose to between being face-to-face or virtual class session by class session. This is helpful for students with health, babysitter, transportation issues etc.

There are student, faculty administration and structure issues to iron out.

There needs to be a clear way to schedule Hyflex in SIS.

Attendance policy: For an online class, attendance can be based on assignment submissions. If they do not submit, they do not count as attending. (New VCCS policy 5.6.8.1: course attendance)

John – motion to ask OIS – what are 48 classrooms – OIS list of classrooms and status update, faculty development workshops, who’s teaching in them now, PD workshops on rooms. Brightpoint.

QUESTION – course caps in room and course cap for ZOOM – 15

Recommended course caps per modality.

ACTION: John - Include all DLTC into Brightpoint (John Tyler) CANVAS –

Jennefer Snyder and John drafted questions for Dr Woodhouse.

ASAC – VP group – INTEC (instruction committee) – work load in SARAH – do we have data from success rates at CC’s for hyflex classes

DEAN – Gabriel at Brightpoint – stats from her? So new, hard to get data.

Best practices – HF designed first as an online class –

Dianne Steinbach at NOVA –“hyflex definition” - beginning of class sign up for ZOOM or F2F –

WE NEED A DEFINITION – Elet is working on definition. Fac choice/student choice.

Michele –

Judy –

Ané –

2. **CHARGE:** Conduct a classroom needs assessment to assist with on campus and synchronous remote learning. Rollover from last year.

The charge should cover needs of students and faculty.

How should current spaces look? Rows, group learning areas, etc.

3. **CHARGE: Training for Classroom Technology - CTE (Michele is on committee) – Jennefer Snyder – New Faculty Academy - (Lisa)**

Request that OIS/helpdesk create easy to follow handouts to explain how to use the MPS stations in the classrooms. Deans could then ensure that a copy of each handout is available in the classrooms (taped to MPS station) along with the email and phone number for helpdesk in case of an issue. A quick video tutorial would also be helpful.

The Instructions could also include peripherals like document camera, second monitor and any classroom technology needed.

This involves two issues: training and preventative maintenance

Chesapeake – clear contact numbers

Norfolk – new and old – unclear use, other issue

VB – Pungo – Lisa (regional health bldg.) – no instructions, died and not used,

NOTES FROM JENNIFER: Should say Help Desk rather than OIS Clarification for #4

I am referring to classroom technology

CHARGE 4 – OER - defining OER – categories, ongoing support to Steve Litherland (differentiate between OER definition and how we apply it at the college.

C. New business:

1. Question about the Zoom class sizes. – course mode mandate – all FT – conflating campus presence of faculty with course modality – Judy zooms from her campus office. ZOOM is considered online. Hybrid is completely online. Schedule classes – fewer online classes. We are not serving our students. Mandate from president without supporting data. Hasty decision. Faculty senate and DLTC should have been involved with committee. Strategic timing at last minutes

AD HOC - MOTION – flesh : Craft a statement (subcomm – oneous is on admin to provide documentation justify bad biz decision – transparency in communication of data that supported – concern: room utilization. – Judy (chair), Sarah, Ané

Faculty senate drafted a statement requesting retraction until Fall.

Michele – support, ENG few (1 of 3 teaching online – need to teach 1 in person in SP), only 11 ENG on beach. ENG ok with 3 F2F.

Sarah – pushing adjuncts to shift to modality, senior fac unqualified, online teachers.

Lisa – doesn't really affect Regional Health – must be taught F2F.

--What if mandate were reversed.

ISSUES: shift not supported by documentation/data, want to get fac back on campus,

2. Michele Marits asked about Faculty Homepages

IV. Meeting Adjourned 1:00 Pm

V. Next meeting is 21 October via ZOOM (3rd Fridays - invitation link in Outlook calendar)

Appendix A:

MEMBERSHIP: 2022-2023

DLTC Membership			
POSITION	CAMPUS REP NAME	BEGINNING	ENDING
Pathway Teaching Faculty (representing each campus)		TERM	TERM
Maritime and Skilled Trades	VACANT	2021	2023
Social Sciences & Education	VACANT		
Health Professions	Lisa Whitaker	2021	2023
Public & Professional Services	Jennifer Hopkins	2021	2023
Engineering, Science & Math	Judy Gill	2021	2023
Manufacturing & Transportation	Richard Dyer	2021	2023
Arts & Humanities	Sarah Stevenson	2021	2023
Business, Computer & IT	Kim Perez	2021	2023
Two Academic Affairs Representatives (at least one being from Dept. of DL)			
Representative 1	Heather Brown	standing	
Representative 2 (DL)	Iris Wang	standing	
PAPC members (up to 3 representing different campuses)			
PAPC representative 1	Michele Marits	2021	2023
PAPC representative 2	Ané Pearman	2021	2023
PAPC representative 3	VACANT	2021	2022
College-wide Counselor/Adviser	VACANT		
Educational Accessibility Representative	Beth Callahan	standing	
College-wide Librarian	Bethany Wright		

Student Services Representative -name change?	VACANT		
Student Representative	VACANT		
Administrative Liaison	John Morea		
OIS Representative	VACANT		
Academic Dean Representative	Nancy Prather-Johnson		
Chair	Ané Pearman		