

Online Learning Committee End of Year Report

(Cameron Russell, Chair; Virginia Zillges, Academic Team Representative)

Charge 1: Review and recommend any revisions to policies, procedures, plans, or other relevant documents that are germane to the purpose of the Online Learning Committee; assist in drafting new policy and procedures, if needed. The OLC role will help make faculty aware of the standards, seek faculty input, and suggest related faculty development.

Progress:

- Matthew Watts collaborated with Beth Callahan and Kristen Gregory to develop four online modules on accessibility as professional development.
 - Will present a session at Professional Development Day and the Learning Institute (Matt Watts and Beth Calahan)
- ***Recommendation:** OLC viewed presentation by the TCC bookstore on a tool, FacultyEnlight and unanimously agreed it should be released in Spring and faculty need notification.
 - John demonstrated integration with Bb.
 - John implemented FacultyEnlight spring 2016.
 - Faculty Enlight is in the Start Here of the Blackboard Template. It is called B&N Research and Adopt - TCC
 - John Morea created an announcement about FacultyEnlight in a Bb update message to all faculty and explained the purpose of the tool and where to find the link.

Original Standard #1: Convert all courses in the nine online programs to 12-weeks or less by the start of the fall 2017 semester with specific exemptions approved by the CAO.

- ***Recommendation:** The OLC recommends that 16-week courses should remain to be offered in addition to shorted course lengths for all courses, with a phasing in of this standard for implementation by Fall 2018 based on the evaluation of student success and retention rates.

Note: This standard was updated by the CAO as a result of the OLC recommendation.

Updated Standard #1: Schedule courses in the nine online programs based on student success data (e.g., DFW and success rates in 16-, 12- and 8-week classes), and sound pedagogical practices and experience.

Standard #2: Increase the number of adjunct faculty correctly using the TCC Blackboard course shell and syllabus template to 100% of those teaching courses in the nine online programs by the start of the fall 2017 semester.

- A blog went out to all adjuncts and full-time teaching faculty about standard 2 telling faculty where they could receive help from support staff
- Link:
<http://tccolc.weebly.com/blog/olc-promotes-online-learning-course-and-syllabus-templates>
- Within a week, each of the deans forwarded the blog to their faculty with a personal note about the importance of meeting the deadline and the help that is available.

Standard #3: Provide TOP-ELITE equivalent to all grandfathered adjunct faculty.

- Three TOP-UP sessions were scheduled. Marsha Jurewicz collaborated with deans to reach out to all adjuncts to sign up.

February 6-24, 2017

March 13-31, 2017

June 5-23, 2017

Finding: Many of the faculty in TOP-UP did not have strong Bb skills.

Standard #4: Implement an Online Student Orientation for students enrolled in the nine online programs by the start of the fall 2017 semester to ensure online students have the resources needed to engage and succeed in an online program.

- Phase 1: Blackboard Skills orientation has been launched
- Phase 2: Student Success Strategies in the Online Environment Includes (Addresses organization skills including time management and learning strategies) is done and just waiting for survey to be inserted and audio clips.
- ***Recommendation:** The complete student orientation will be piloted in the Fall 2017 semester. There will be a link to it in the Bb template so it is accessible in every course provided the instructor makes it available. Some professors plan to make it a requirement in their course.

Standard #5: Adapt the QM Program Certification process to TCC's 9 online programs by the start of the fall 2017 semester.

- i. ***Recommendation:** The OLC recommends (11/18/2016) two sub-committees to collaborate with Lynn Rainard on the following:
 1. QM Program Certification Plan
 2. Quality Matters Peer Review Process: Provide input on making the QM Peer Review process more transparent.
- ii. ***Recommendation:** The OLC recommends (11/18/2016) that program leads organize the development of shared courses with a team of full-time faculty and instructional design support.
- iii. Lynn Rainard will present the QM Program Certification plan at the April OLC for input.
- iv. The QM Program Plan will be sent to Dr. DeMarte by April 25, 2017.
- v. Lynn Rainard and Virginia Zillges will respond to feedback.

Standard #6: Implement two student identification verification activities into the TCC Blackboard course shell for faculty to employ in their courses by the start of the fall 2017 semester.

- This is under start here in the template.
- John sent this announcement as Bb news.
- Cameron Russell will present a session at the Learning Institute on student verification.
- Chair will send a message in May to all teaching faculty about the TCC definitions of online, hybrid, and Traditional/In-person as well as dynamic. These definitions are already included in the Student Orientation.

Status of Charge 1: Completed

Charge 2: Review the current Blackboard course shell template and recommend revisions and how to ensure use college-wide.

Progress:

- The new Bb Syllabus Builder Tool will be implemented in Fall 2018 according to John Morea who has been working with OIS and Dr. DeMarte on the tool.
- OLC Bb template subcommittee limited changes to the template to adding the Faculty Enlite to Start Here and the Student Orientation but faculty will need to make it available. A synchronous and asynchronous option of student verification was also added.
- Once, the new LMS is under transition, next year's OLC can make additional template modification recommendations.

Status of Charge 2: Completed.

Charge 3: In collaboration with the Center for E-Learning establish a list of best practices for online teaching at Tidewater Community College.

Progress:

- Sub-committee Chair, Michelle Maritas is assembling faculty submissions/suggestions from spring 2016 Learning Institute.
- OLC Best Practices Subcommittee began to put together Best Practices and discussed building a repository with John. The sub-committee determined that the OLC should link to a pedagogical repository with a creative commons open license.
- The Scholarly Teaching Practices have been added to the Bb Landing Page under Faculty and eLearning. Additionally, a link to the Best Practices is on the eLearning website under Resources.

Status on Charge 3: Completed

Charge 4: Determine the committee's role in advancing Guided Pathways.

Progress:

- The committee intentionally stayed abreast of the college plans for Guided Pathways.
- The accessibility workshop that Matt Watts and Beth Callahan developed is asynchronous and can be delivered online. This is related to Pathways because it involves moving barriers for online students. It's more than just accessibility; it is **Universal Design** that TCC needs to seek.

Status on Charge 4: Completed.

Respectfully submitted,
Cameron Russell, Chair OLC 2016-2017