

End of Year Report to Executive Staff Member

To: Daniel DeMarte, Executive Vice President for Academic and Student Affairs
Joseph Fairchild, PAPC Chair
From: Matthew Watts, Online Learning Committee Chair
Date: April 25, 2018
Subject: Governance Committee End of Year Report 2017-2018

Final Charges for 2017-2018

1. Review and recommend any revisions to policies, procedures, plans, and/or other relevant documents that are germane to the purpose of the Online Learning Committee; assist in drafting new policy and procedures, if needed.
 - a. Review the results of the online course review and recommend a plan of action based on the results. Review and recommend the TCC Standards for Quality Online Teaching.
 - b. Review and recommend any revisions to the TCC Blackboard Template.
 - c. Work with Learning Technologies to develop a comprehensive online student identity verification initiative which may include proctoring. In collaboration with the Instruction Committee, recommend revisions to the TCC official course syllabi to include proctoring and student identity verification procedures for online courses.
 - d. Review and recommend any revisions to the online student orientation in Blackboard.
2. Increase faculty awareness and access of any changes with the above policies, procedures, and plans.
3. Determine the committee's role in advancing Guided Pathways.

Status of charge 1a: Faculty Professional Development was unable to collect sufficient data from Deans for the online course review. Work related to the online course review process was suspended until further notice since the new system-wide LMS contract, and an online strategic plan discussed at the VCCS system office level, will inform this charge when it is revisited.

Status of charge 1b: The Online Learning Committee reviewed and recommended the 2018 Blackboard template. The new template includes a few improvements that delete redundancy and make it easier for faculty to update course shells accurately. The OLC also reviewed and recommended implementation of the Blackboard 2016 theme beginning with in Spring 2018. The theme allows better access of the Blackboard site with mobile and tablet devices. This charge has been met for the year.

Status of charge 1c: A subcommittee, led by Forrest Crock, has researched and discussed the issues of student identity verification. Draft recommendations were produced and then vetted by the subcommittee, the entire OLC, Dr. DeMarte, and all faculty before being finalized. [The finalized recommendations are attached](#), thus completing the charge this academic year.

Status of charge 1d: A subcommittee, led by Siabhon Harris, has reviewed the current iteration of the Online Student Orientation in Blackboard. Draft recommendations were produced and then vetted by the subcommittee, the entire OLC, Dr. DeMarte, and all faculty before being finalized. [The finalized recommendations are attached](#), thus completing the charge this academic year.

Status of charge 2: The OLC was an active committee on the TCC Shared Governance Portal in Blackboard. The OLC has been using the Collaborate Ultra inherent in this site to open up meetings to virtual attendees. With each of the tasks mentioned above, faculty members on the committee are tasked with getting feedback from their respective campuses and informing them of these issues when possible. An email was sent to all faculty requesting feedback on the draft recommendations. In addition, the Online Learning Committee's page on the TCC website was updated for the past 2 years and maintained throughout the semester. Updates to the bylaws will be finalized in May 2018 to include support for the President's communication plan.

Status of charge 3: The committee feels that its role in advancing the Guided Pathways initiative is included the aforementioned charges.

Respectfully,
Matthew Watts