

**TCC Governance Committee Minutes**  
**On-Line Learning**

**Date:** November 30, 2018

**Time:** 10:30 AM – 12PM

**Location:** 2610 Martin Building - Norfolk

**Attendance**

In attendance: Matthew Watts (Chair), Leah Hagedorn (N), Bill Conner (Secretary-P), Julia Arnold (N), Michele Marits (VB), Bethany Wright (Librarian), John Morea (Ex-Officio), Iris Wang (DL), Jessica Morales (C) (Webex); Forrest Crock (Vice Chair – C); Amanda Goldstein (ASA)

**Absent**

Marcee Anderson (Dean – VB); Jeannie Hopkins – (P), (VB), Angela Holley (SS), Beth Callahan (PAPC), Kelly Gillerlain (PAPC), An'e Pearman (CTLIC, PAPC)

**I. Call to order**

Meeting was called to order by Matt Watts at 10:30 a.m. A quorum was present.

**II. Agenda Items**

- A. Approval of Minutes – The minutes of the November 2018 meeting were approved without exception. Forrest Crock made motion and Leah Hagedorn seconded.
- B. Canvas Template – Amanda Goldstein did a presentation on Canvas. She asked what should be on the Canvas template?
  - 1) General requirements – The general requirements of the Canvas template will include: Canvas Student Orientation, Academic Calendar, Student Handbook, Student Services, and Technical Support.
  - 2) Link – There will be a link from Blackboard to Canvas. This will allow professor to get students from Blackboard to Canvas.
- C. Suggested Default Menu Items – Iris Wang suggested that the following items should be the default menu items in Canvas: Home, Syllabus, Announcements, Modules, and Grades. The syllabus should be posted, and the sections should be posted into syllabus menu items.
- D. Canvas Blue Print – The committee discussed the benefits of a Canvas Blueprint, which is similar to a Syllabus Template. Bill Conner made a motion and Michele Marits seconded: Distance Learning should be asked to create a Canvas Blueprint. This should be put in all spring classes.
- E. Turn-It-In and Collaborate Ultra – John Morea explained that Turn-It-In is an opt in option...the VCCS can opt in to using it. Collaborate Ultra would allow a professor to

address multiple students at the same time...for example for office hours. TCC or the VCCS explore this in the spring or the summer when the next version comes out.

- F. Canvas Student Orientation – Should the Canvas Student Orientation be a graded assignment or a prerequisite? Which would cause the most students to complete it? Bill Conner made a motion and Michele Marits seconded: Canvas Student Orientation should be made an assignment in all SDV classes .
  - G. On-line Quality Standards – The committee engaged in some discussion about what on-line quality standards the college should have. The consensus was that this should be considered further after the next meeting on January 18<sup>th</sup>.
  - H. Recommended Policy 1 & 2 – Bill Conner made the following motion and Leah Hagedorn seconded: Recommended Policy 1 & 2 should be tabled until the On-Line Learning Committee hears from the subcommittee.
- III. The meeting was adjourned at 12:10pm. The next meeting will be at 10:30AM on Friday, January 18<sup>th</sup>, 2019. It will occur in the Martin Building, Room 2610.