

## Online Learning Committee Minutes

Meeting Date: April 20, 2018, 10:30 AM

Room: Norfolk Campus, Martin Bldg, Room 2610

Attendees: Matthew Watts, Forrest Crock, John Morea, Bethany Wright, Michele Marits, Marsha Jurewicz, Amanda Goldstein, Marcee Andersen, Kim Austin, Kelly Gillerlain, Bill Connor, Libby Watts

1. Welcome
  - a. Guests: Kim Austin, Libby Watts
  - b. New Members: Kelly Gillerlain, Bethany Wright
2. Fulfillment of charges.
  - a. Student Identity Verification
    - i. The draft recommendations from the committee were presented to Dr. DeMarte and then all faculty. They were revised based on feedback from each. The finalized [Recommendations](#) were presented to the OLC one last time.
      1. The chair mentioned that one faculty member wanted more information on Recommended methods of verification 2-4. The committee decided that we would add in the recommendation that training be provided for these methods.
      2. There was discussion about the third recommendation in the document. If the testing center certification is cost prohibitive, is there a backup recommendation? If a cheaper backup recommendation is given then the administration will default to it.
  - b. Online Student Orientation
    - i. [Draft Recommendations](#)
      1. No feedback from faculty on the document.
      2. There was discussion about online student orientation in Canvas. There should be something basic provided by Canvas but we do not have specifics at this time.
  - c. Online Course Review & Quality Online Standards
    - i. The charge is concluded with the statement "Work related to the online course review process will be suspended until further notice since the new system-wide LMS contract, and an online strategic plan that is being discussed at the system office level will inform this charge when it is re-visited."
    - ii. The chair mentioned that this leads into one of the charges for next year.

2. Schedule and list of [members for 2018-2019 academic year](#)
  - a. All positions have been filled except for a student member
3. The transition from Blackboard to Canvas was discussed
  - a. Canvas will transfer old courses from Blackboard but the results may not be perfect. The archive of Bb courses is owned by TCC and is stored on a server.
  - b. One of the five courses used for the transfer preparation will be a TCC course. The course should be fully featured as a Blackboard shell.
  - c. Canvas will be fully implemented for either Spring 2019 or Summer 2019
4. Election of officers for 2018-2019 academic year
  - a. Chair - Matthew Watts was elected unanimously
  - b. Vice Chair - Forrest Crock was elected unanimously
  - c. Secretary - Bill Connor was elected unanimously
5. Determine [charges for 2018-2019 academic year](#)
  - a. There was discussion and revision of the 4th charge about shorter durations for online courses. How do we compare the data for courses offered in different durations?
  - b. The 3rd charge is vague but will be made more specific in the fall.
  - c. There was discussion and revision of the 2nd charge. A peer review process was supported but several challenges were mentioned: Who would coordinate? How is it enforced? Ultimately the details of the charge were set aside for the committee to use as a guide and the charge itself was left generalized.
3. Other Business
  - a. Updated [Bylaws](#) - Will be approved at the PAPC meeting in May.
  - b. FPD workshop
    - i. The workshop was canceled. Nobody had registered. It is rescheduled but not for any specific date. There was discussion about how to create this forum for the sharing of ideas. Can we try to get in learning institute or FPD day? How do we get the online adjunct faculty involved?
4. Next Meeting - September 21, 2018
5. Adjourn