TCC Governance Committee Minutes Online Learning Committee

Date: February 17, 2017
Meeting Time: 10:30 am
Location: VB Health Professions Building, Conference Rm. 300

	In Attendance	**Absent**
Chair	Cameron Russell	
Chesapeake	Scott Carlson	Matthew Watts
Norfolk		Lotlamoreng Mosiane (Gilbert)
Portsmouth	Bill Conner	Siabhon Harris
Virginia Beach	Michele Marits Frank Futyma Susanne Rauch	
eLearning	Marsha Jurewicz (Amanda Goldstein)	
Learning Tech.	Iris Wang	
Student Services		Emanuel Chestnut
Librarian/Counselor		Stephanie Fair
Dean Representative	Mark Flanders (for Jim Perkins, Chesapeake, retired)	
Student Rep.		
Ex-Officio	Sarah DiCalogero	
PAPC	Marcee Anderson	
Administration Ex-Officio	Virginia Zillges	
Guest		

I.   **Call to order**
   a.   10:35 am by Cameron Russell.

II.   **Minutes**
   a.   Follow-up to last minutes:
        i.   Edit made to January minutes—Jim Perkins should not be listed as absent but retired.
   b.   Minutes were approved, seconded, unanimous.

III.   **Old Business**
   a.   Student Orientation:
        i.   Cameron noted that John Morea said all students will be enrolled in the orientation. At Jay Reynold's College, they tell the students they need to take the orientation and students complete it but in reality it is optional (not enforced).

Notes submitted by Zillges

ii. Dr. DeMarte did not like the OLC recommendation to link the orientation to SDV because that course tends to be a dumping ground so we need to think more about that.

iii. Iris Wang said that the orientation is a Co-requisite in SIS and students will automatically be enrolled. Students are given a survey about the Bb Skills orientation so LTS is collecting feedback from students.

iv. Cameron suggested that students be directed to a certificate upon completion which they can print.

v. Bill Connor and Mark Flanders commented that both traditional and non-traditional students will benefit from the Bb skills training.

vi. Cameron noted that professors may want to make mention in the syllabus that there is a student orientation.

vii. Virginia Zillges mentioned that this may still be able to be placed in the syllabus if we alert John Morea in Learning Technologies.

viii. Cameron noted that Cameron said that not all faculty or students know about the resources available to them and we could be better about promoting these resources.

ix. Iris Wang mentioned that Learning Technologies can do sessions with your students if you want LTS to provide ½ hour for example. LTS staff also serve in the Learning Center. If instructors need assistance, the staff can meet faculty in one of the Batten Centers. LTS is also available online.

x. **MOTION/RECOMMENDATION:** The OLC recommends that the Student Orientation, *Success Strategies* will be piloted in Fall 2017 (not mandatory) and survey feedback will be collected.

   1. **ACTION ITEM:** Ginger can touch base with John about mentioning the student orientation in the syllabus template which is nearly complete.

IV. **New Business**
   a. **Course Copy Deadline for Faculty**
      i. Iris Wang mentions that courses copied at the last minute prior to the semester start causes a log jam in Richmond because they batch process TCC course. This also delays the student getting access to what they need by the start of the course. Iris needs a recommendation from the OLC on when to course copy. Reminder that Iris sends out the new semester course shells three months in advance of when the course begins.
      ii. **MOTION/RECOMMENDATION:** The OLC recommends faculty copy their courses into the new semester course shell at least two weeks before the start of the semester in which the course starts.
      iii. **Action item:** Iris will create a module on the Bb Learning Page (for faculty only) that reflects the new recommendation for course copy.
      iv. **Action item:** This recommendation should be mentioned in New Faculty Academy. (Cameron (?) follow up with the Professional Development Committee. The Administrative Ex-Officio is Fred Stemple.) Also adjuncts in certain disciplines are given a developed course. Adjuncts need to be told how

much they can change the course they are being assigned. They should also know about course copying deadline.

V. **Faculty Volunteers for the LMS Needs Assessment.** Possible options for LMS: *Schoolology; Blackboard Ultra, Canvas, Desire to Learning.*
- i. Susan Rauch
- ii. Sarah DiCalogero
- iii. Michele Marits

- iv. Virginia Zillges attended focus groups and pointed out that the announcement is supposed to come out very soon from the VCCS. Bb as we know it now will be changed anyway in 2019. So the VCCS is determining which LMS will best suit Virginia Community Colleges. So it's important that faculty get involved.

VI. **Need for grade appeals update of policy**. Currently, the language talks about face-to-face meetings to resolve. Given online programs, these meetings need to be virtual for students who are taking courses at a distance. The process is fine. Marcee Anderson recommended a protocol and gave a sample handout from Central Texas College where she has taught. Sarah DiCalogero said the sample protocol would be good for faculty and should be considered but that is different than policy. The current grade appeal process is found in the catalog.
- i. **MOTION/RECOMMENDATION:** The committee recommends that current grade appeal policy be updated by Executive Staff to reflect all learning modalities for 20017. Unanimously approved.

VII. **Professional Development Sessions**
- a. Learning Institute is May 10-11. (Generally, the second day faculty present sessions.)
- b. Cameron asked if anyone had suggestions for professional development and that verification of students might be a good workshop.
- c. Sarah DiCalogero volunteered to teach a session on Student Verification in Online Courses.
- d. Marcee mentioned that maybe the LMS committee should consider free verifications available in the LMSs being considered.

VIII. **Best Practices Sub-committee**
- a. The sub-committee collected responses from faculty and are still working on collection of best practices for online teaching and learning focused on the following topics: Course design, pedagogy, Education technologies and online tools, OER. The collection will include tips from TCC faculty and best practices gained from the literature.
- b. The sub-committee is chaired by Michelle Marits and Susanne Rauch and Virginia Zillges are members.
- c. Action item: The sub-committee will be ready with these Best Practices for Online Teaching and Learning by April. These will be presented to Dr. DeMarte by Cameron and Virginia.

IX. **Announcements: Electives**

Notes submitted by Zillges

a. There has been a task force working on trimming electives because it is apparently confusing to students. For example, a student may get excited about a course they see in the catalog but find that in reality it is never offered.
b. A new governance committte has been proposed to evaluate electives at TCC which still needs approval from PAPC.
c. Members commented that if the new governance committee is accepted it should be a standing committee that reports to the Curriculum Committee.
d. **Action item?**

Responsible Party	Action Item	Due Date
Cameron Russell	Contact Professional Development Committee (Dr. Wright is Chair; Fred Stemple is Administrative Ex-Officio) The faculty academy needs to let adjuncts who receive fully developed courses what they are allowed to change. Also need to know course copy deadline.	
Virginia Zillges	-Contact John Morea about mentioning the orientation in the Syllabus Template -Write and submit February OLC notes	2/21/2017
Cameron & Ginger	Follow up with Dr. DeMarte re: OLC recommendations	2/28
Sarah DiCalogero, Michele Marits, Susanne Rauch	Serve on LMS Needs Assessment Faculty Committee	
Sarah DiCalogero	Complete and submit the proposal for the Learning Institute for the workshop, Student Verification of Online Students	
Iris Wang	Create a Module with recommendations for faculty on course copy timeframe	

X.   Adjournment
a. Unanimous voice vote to adjourn the meeting at 12:00PM

Notes submitted by Zillges

Electives—apparently there are too many and it is confusing to students.
A recent task force was put together to examine electives and this will likely become a new governance committee. Maybe the Curriculum Governance Committee should be involved, while they are busy, they could certainly help in Spring semester. PAPC has not yet accepted the new governance committee. Perhaps the new committee examining electives could be a stand committee that reports to the curriculum committee regarding the trimming of electives.

Marcie wonders if John Morea knows if any free student verification is available in the LMS's being considered.

Discussion about next OLC meeting which would be March 17.
- Bill and Scott mentioned that on March 17th they have a meeting because they are on the Faculty Lead Committee.
- Cameron will send a doodle poll.

Notes submitted by Zillges