

TCC Governance Committee Minutes Online Learning Committee

Date: 11/18/2016

Meeting Time: 10:30 am

Location: Little Otter Room – Chesapeake Campus

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

- I. **Call to order**
 - a. 10:40 am by Cameron Russell.
 - b. New member – Scott Carlson, teaching faculty from Chesapeake.
 - c. Guest – Lynn Rainard, QM in the Online Programs

- II. **Minutes**
 - a. Follow-up to last minutes:
 - b. Minutes were approved, seconded, unanimous.

- III. **Old Business**
 - a. Accessibility – Beth Callahan, Matthew Watts, and Kristen Gregory developed an online course (4 modules) to cover major accessibility issues in classrooms
 - i. **Action Item** – Need to propose a session at Professional Development Day and the Learning Institute to expose faculty to this new resource

- IV. **New Business**
 - a. Cameron presented the approved Charges to fulfill related to the 9 new online programs. Charges are:
 - i. 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 drafting new policy and procedures, if needed.

- ii. Review the current Blackboard course shell template and recommend revisions and how to ensure its use college-wide.
 - iii. Review the 9 Online Programs for QM Certification and standards.
- b. OLC Discussion on the Six Standards
- i. 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.
 - 1. Question from OLC – does this mean that no 16 weeks courses will be offered, or does this mean that shorter durations must be available in addition to the 16 week offerings for each course?
 - a. Virginia Zillges recaptured the recent deans meeting that deans want choices for students, but there are also issues with scheduling.
 - b. OIE data has been pulled for the past three academic years showing trends in student success and enrollment/withdrawal rates but this information is not statistically significant for making concrete decisions on course length for all courses.
Action Item – Amanda Goldstein will share retention rates and student success rates for the online courses in the nine online programs with the OLC members (Bb organization site).
 - c. Cameron Russell reiterated the OLC’s purpose to safeguard student learning
 - 2. Question from OLC - Will QM certified courses have to go through another peer review if converted to a shorter format?
 - a. Lynn Rainard reiterated that QM certified courses will not require another peer review if there is less than 10% change to alignment.
 - 3. Question from OLC – Is there a list of all courses that fall within the nine online programs?
 - a. Lynn Rainard pulled up a list with all courses to share with the OLC. The group asked if he would share the list. **Action Item** – Lynn Rainard will share the course list with the OLC members once he has made updates.
 - 4. Sarah DiCalogero proposed that a team of full-time faculty and instructional designers should develop shared courses/discipline-specific templates for each course exploring the shorter course lengths
 - i. Marsha Jurewicz reiterated that there may be a need to include some adjunct support if adjuncts are the only faculty who have taught the course in these shorter lengths.
 - 5. **MOTION: The OLC recommends that 16 week courses should remain to be offered in addition to shortened course lengths for all courses, with a phasing in of this standard for full implementation by Fall 2018 based on the evaluation of student success and retention rates. Motion seconded, approved unanimously.**

- ii. 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.
 - 1. Michele Marits proposed the idea of discipline-specific templates (this discussion was tabled for another meeting).
 - 2. Major question from the OLC – Who is doing the oversight of these courses for adjuncts after fall 2017 to ensure they are still in compliance?
 - a. Scott Carlson proposed that program/discipline leads should conduct this oversight over adjuncts including specific criteria, use of the Blackboard template and syllabus template.
 - 3. **MOTION: The OLC recommends that program leads organize the development of shared courses with a team of full-time faculty and instructional design support. Motion seconded, approved unanimously.**
 - iii. Standard #3: Provide TOP-ELITE equivalent to all “grandfathered” adjunct faculty who teach courses in the nine online programs by the start of the fall 2017 semester. (Two offerings in spring 2016, one in July 2017).
 - 1. No questions or comments on this Standard.
 - iv. 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.
 - 1. No questions or comments on this Standard.
 - v. Standard #5: Adapt the QM Program Certification process to TCC’s 9 online programs by the start of the fall 2017 semester.
 - 1. The OLC members discussed the idea of master courses versus shared courses, and Lynn Rainard reiterated that the shared courses focuses on a voluntary sharing of courses.
 - 2. We are newly emphasizing QM program certification, but individual course certification is ongoing and necessary to achieving program certification.
 - vi. 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.
 - 1. Question from OLC – who will monitor the instructor implementation of this standard?
 - a. Several members responded that it will be a requirement for all instructors to implement beginning fall 2017, but there is no process for monitoring full implementation.
 - b. Scott Carlson stated two concerns: 1) not all faculty will implement this standard without oversight, and 2) without complete assurance that all faculty (full time and adjunct) are fully implementing this standard, over time and by word of mouth students will avoid those classes where these activities exist because the process is time consuming and the activities require technology.
- c. Discussion on the Communication of these Six Standards to faculty

- i. Possible January Convocation
- ii. Learning Institute
- iii. With the fall schedule for 2017 set during February 2017, when/how will this be communicated because time is running out to make decisions on course length.

V. Call for support from Lynn Rainard

- a. Advice for the planning for the Quality Matters Program Certification Process
 - i. **MOTION: The OLC recommends the development of two OLC subcommittees to work with Lynn Rainard. Motion seconded, approved unanimously.**
 - a. Subcommittee Members: Matthew Watts – Chesapeake, Sarah DiCalogero – Norfolk
- b. Advice for the transparency of the Quality Matters Peer Review Process
 - i. **MOTION: The OLC recommends the development of a subcommittee to work with Lynn Rainard on the Quality Matters Peer Review Process for increased transparency. Motion seconded, approved unanimously.**
 - a. Subcommittee Members: Suzanne Rauch – Virginia Beach, Matthew Watts – Chesapeake, Sarah DiCalogero – Norfolk

VI. Recommendations and Clarification Needs – Action Item

- a. What role does Dr. DeMarte see the OLC playing with these six standards and the nine online programs?
- b. Who is the team or one person in charge with complete oversight of implementation/authority of all standards?
- c. When will this effort be communicated in an official capacity on a large scale?

VII. Announcements

- i. **MOTION: The OLC will not meet in December. Motion seconded, approved unanimously.**
- b. Action items were reiterated (see table below)

Responsible Party	Action Item	Due Date
Matthew Watts/Cameron Russell	Submit proposals to Professional Development Day and Learning Institute to lead a session on the Accessibility course.	TBD, based on the events
Amanda Goldstein/Marsha Jurewicz	Share the OIE success rate and retention rates with the OLC (Upload via Blackboard Organization Site).	By next OLC meeting
Lynn Rainard/Virginia Zillges	Share course list EXCEL file with the OLC (Upload via Blackboard Organization Site).	When ready
Cameron Russell	Share recommendation (Section VI) during next meeting with Dr. DeMarte for clarification.	By next OLC meeting

VIII. Adjournment

- a. Unanimous voice vote to adjourn the meeting at 12:30PM