

**TCC Governance Committee Minutes**  
**Distance Learning & Technology**

**Date:** January 17, 2020

**Time:** 10:30 AM – 12PM

**Location:** 2610 Martin Building - Norfolk

**Attendance**

**In attendance:** Forrest Crock (Chair), Matthew Watts (Ex-Officio), Leah Hagedorn (N), John Morea (Ex-Officio), Jessica Morales (C), Beth Callahan (secretary), Elisabeth “Libby” Jakubowski (Counselor), Iris Wang (DL), Michele Marits, Julia Arnold (N), Amy Bohrer (VB), Amanda Goldstein (DL), Kelly Gillerlain (C), and Andrea Pearman

**Absent:** Deborah Posey, Bethany Wright (Librarian) and Norris McClain (D)

**I. Call to order**

Meeting was called to order Forrest Crock at 10:32 a.m. A quorum was present.

**II. Agenda Items**

A. Approval of Minutes – The minutes of the November 2019 meeting minutes were approved. There was a motion to approve minutes Michele Martis and seconded by Iris Wang. All voted in favor.

B. Subcommittee Reports –

1. Pamphlet

- i. Passed out a draft copy of pamphlet
- ii. Half fold instead of trifold for students with disabilities with vision impairments
- iii. Forrest requested that we email the draft for the other members (attending on Zoom) to review as well
- iv. Discussed about pamphlets being online as well as on paper
- v. It was brought up about ownership of the information to updates links when necessary

## 2. Online/Hybrid

- i. Jessica provided update
- ii. Instruction committee is ready to start working
- iii. Meetings will be set up very soon
- iv. Concerns about adding to the syllabus template
- v. Michele asked about the difference between this syllabus and the OVN syllabus template
- vi. John mentioned that there would be in a link specifically for only online and hybrid classes

## 3. Zoom

- i. Set up online proctoring using zoom
- ii. Will not work, it is not set up for proctoring, you are unable to separate the people are taking tests and you cannot monitor everyone at same time or record students separately
- iii. Zoom will work well for one person only
- iv. Another tool is a Canvas lockdown browser paired with Respondus
  1. It is a browser already in Canvas and closes everything but Canvas to access the quiz
  2. Respondus will tie in with computer microphone and camera
  3. It is automated and the system checks their IDs
  4. Sends a report to the faculty with highlights, if there were issues, and thumbnail shots and a link to the entire video
  5. Matt will implement the lockdown browser and Respondus this semester as a pilot to see what issues there may be
  6. If it works, we will show to faculty working with Distance Learning
  7. Still not sure about assistive technology for students with disabilities
  8. Amy brought up that Chromebooks may have issues with the lock down browser

## 4. OVN

- i. Michele reported that the layout is pleasing in the OVN template and she is using it for all of her classes
- ii. A demo for the subcommittee has been requested

- iii. Kelly will schedule a meeting for the subcommittee before the next DLTC meeting
- iv. Committee would make recommendations on where we go after the subcommittee finishes

C. PAPC Updates

- 1. Last PAPC meeting
- 2. Coming up with an agenda for new president, but did not formulate anything
- 3. New president is attending the January PAPC meeting

III. New Business

A. n/a

Beth motioned to adjourn, and Michele seconded.

Meeting was adjourned at 11:39 a.m.

Next meeting scheduled for 02/21/20 in Norfolk, room TBD

Submitted: Beth Callahan