

TCC Governance Committee Minutes
Distance Learning & Technology

Date: Thursday, October 15, 2020

Time: 12:00pm

Location: Zoom

Attendance

In attendance: Kelly Gillerlain (Chair,) Forrest Crock (Former Chair), Andrea Pearman (Vice Chair,) Elisabeth "Libby" Jakubowski (Secretary,) Jessica Morales (C,) Julia Arnold (N,) Leah Hagedorn (N,) Beth Callahan (PAPC,) Amanda Goldstein (DL,) Behany Wright (Librarian,) John Morea (Administrative Liaison,) Norris McClain (D,) Amy Bohrer (VB)

Absent: Iris Wang (DL,) Deborah Posey (P), Michele Martis (B)

I. Call to order

Meeting was called to order by Kelly Gillerlain at 12:03pm. A quorum was present.

II. Agenda Items

A. Approval of Minutes – N/A – First meeting

B. Subcommittee Reports –

1. New subcommittees for new charges will be developed at next meeting
2. Syllabus Template Review
 - i. Ané and John reported that the Instructional Steering Committee is currently redesigning a more comprehensive syllabus builder application, therefore the committee agreed to table this charge as it is more in alignment with Instructional Steering Committee rather than DLTC.

C. PAPC Updates

1. No report/no meeting

III. New Business

A. Discussed Proposed Committee Charges

- a. Committee voted upon the following three charges (Leah motioned, Beth seconded, all in favor):
 - i. Review and make recommendations for an annual refresher requirement for online instructors. (Forrest motioned, Ane Seconded, All in favor.)
 1. Discussion: this would not have to be extensive training but perhaps short professional development opportunities to stay abreast of changes and new trends in online teaching.
 - ii. Provide professional development recommendations for synchronous distance learning. (Amy Boehler motioned, Ane seconded, all in favor.)
 1. Discussion: this would address the gap in online training for instructors new to synchronous teaching.
 - iii. Review and make recommendations for informing students and future students of requirements for online learning. (Ane motioned, Forrest seconded, all in favor.)
 1. Discussion: it became necessary to review the information in the pamphlet created last year to address any changes that may have occurred to content and how the information would be distributed to students due to the impact of Covid on delivery of student services.

B. Final Comments

- a. Meetings will be held the 3rd Friday of the month at 12:00pm. Kelly will send out the dates.
- b. Kelly will view the committee participant list to determine if all positions are filled.
- c. Reminder: Recommendation to participate in the Strategic Planning taskforce surveys and zoom meetings if possible.
- d. Review the Policy for Distance Learning provided in email by Kelly and respond with recommendations or comments.
- e. Next meeting scheduled for Friday, November 19th at 12:00pm on Zoom.

IV. Meeting was adjourned by Kelly Gillerlain at 1:24 p.m.

Submitted: Libby Jakubowski