

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

**Date:** Friday, January 15<sup>th</sup>, 2021

**Time:** 12:00pm

**Location:** Zoom

**Attendance**

**In attendance:** Kelly Gillerlain (Chair,), Andrea Pearman (PAPC,) Elisabeth “Libby” Jakubowski (Secretary,) Jessica Morales (C,) Julia Arnold (N,) Beth Callahan (District/Disability) Amy Bohrer (B, DTLC), Michele Marits (B), Iris Wang (DL), John Morea (Administrative Liaison), Bethany Wright (Librarian), Leah Hagedorn (N), Amanda Goldstein (DL)

**Absent:** Deborah Posey, Forrest Crock (Former Chair), Christina Felder (District/Info Center/Student representative), Norris McClain (D)

**I. Call to order**

Meeting was called to order by Kelly Gillerlain at 12:00pm. A quorum was present.

**II. Agenda Items**

A. Approval of Minutes from 11/20 – Approved – Michele motioned, Beth seconded, all in favor.

B. Subcommittee Reports –

1. Charges Assigned

*i. Review and make recommendations for annual refresher requirement for online instructors.*

1. Subcommittee members include Michele Marits (Chair,) Forrest Crock, Iris Wang, Jessica Morales, Amanda Goldstein.
2. Subcommittee recommends requiring a bi-annual refresher training that would provide an array of options providing faculty flexibility in choice for professional development.

3. Distance Learning (DL) is encouraging use of Badgr for ease of use in tracking and transferring certificates. Amanda and John provided additional details to explain what a Badgr is and how it can be used.
4. Committee voted on requiring a refresher course for online instructors every 2 years: Ané motioned, Beth seconded, All in favor.

**ii. Providing professional development recommendations for synchronous distance learning.**

1. Subcommittee members include Amy Bohrer (Chair,) Beth Callahan, Ané Pearman, Christina Felder, Amanda Goldstein
2. Subcommittee recommends said that instructors should be required to complete the TLC certification.
3. Working on joint recommendation with professional development committee.
4. Committee voted to require that synchronous instructors complete professional development for synchronous distance learning: Amy motioned, Ané seconded, All in favor

**iii. Review and make recommendations for informing students and future students of requirements for online learning**

1. Subcommittee members include Bethany Wright (Chair,) Julia Arnold, Christina Felder
2. Subcommittee met and agreed that information should be added to previous pamphlet to highlight differences between asynchronous and synchronous, course lengths, etc., and the information should be distributed in multiple ways. Ané suggested including the information on the virtual student resources website.
3. Michele suggested making part of syllabus agreement.
4. Netiquette part as well.
5. Working on draft to present to next meeting.
6. Beth reminded of need to be accessible.

2. Syllabus Template Review

- i. No updates.

C. PAPC Updates

1. PAPC – last meeting on December 10<sup>th</sup> was cancelled and Kelly was not able to attend the following week's meeting. Minutes not yet posted. Leadership being discussed.

D. New Business

1. Class session length: Ané clarified that the “Subgroup examining shortened instructional sessions,” of the Instructional Steering Committee have decided to move towards a 15-week semester which would include a first 7-week session and a second 7-week session.
2. John – remote teaching equipment has been delivered. OIS distributing laptops for remote instructions. Form sent out from Dr. Woodhouse to request equipment. [Resource Request Form](#)
- a. Kelly shared that the Strategic plan presented to President's Cabinet. Town Hall planned to discuss once approved.
- b. OVN – discussion ensued about the best way to market and use this resource. Due to complexity of resources and the large learning curve required to utilize the features; it was recommended to make it a resource for faculty to use if needed but not require use of the template.
- c. Kelly asked everyone to think about ideas and suggestions for how to accomplish membership renewal given the merging of the CTLC with the DLC.
- d. Next meeting scheduled for February 19<sup>th</sup> at 12:00pm via zoom.

**IV. Meeting was adjourned by Kelly Gillerlain at 12:59 Amy moved, Ane seconded, All in favor.**

Submitted by Libby Jakubowski