

staffDistance learning and Technology Committee

Date: 17 Sep 2021

Time: 12:00 PM – 1:30 PM

Location: Virtual via Zoom

- I. Call to Order – 12:05pm
- II. Introductions and vacancies: 2021-2022 Committee Members –

A. Officers:

Administrative Liaison – John Morea

Chair – Ané Pearman

Vice-Chair – Judy Gill

Secretary – elected during meeting: Bethany and Beth (co-secretaries)

B. Vacancies:

POSITION	CAMPUS REP NAME	BEGINNING	ENDING
Pathway Teaching Faculty (representing each campus)		TERM	TERM
Maritime and Skilled Trades	VACANT	2021	2023
Social Sciences & Education	Leah Hagedorn	2020	2022
Health Professions	Lisa Whitaker	2021	2023
Public & Professional Services	Jennifer Hopkins	2021	2023
Engineering, Science & Math	Judy Gill	2021	2023
Manufacturing & Transportation	Richard Dyer	2021	2023
Arts & Humanities	Sarah Stevenson	2021	2023
Business, Computer & IT	Kim Perez	2021	2023
Two Academic Affairs Representatives (at least one being from Dept. of DL)			
Representative 1	From Diane Graham to Heather Brown Oct meeting	standing	
Representative 2 (DL)	Iris Wang	standing	

PAPC members (up to 3 representing different campuses)			
PAPC representative 1	Michele Marits	2021	
PAPC representative 2	Ané Pearman	2021	
PAPC representative 3	Norris McClain	2021	
College-wide Counselor/Adviser	VACANT		
Educational Accessibility Representative	Beth Callahan	standing	
College-wide Librarian	Bethany Wright		
Student Services Representative	Christina Felder		
Student Representative	Chris Whitney	jcw23062@email.vccs.edu	
Administrative Liaison	John Morea		
OIS Representative	Rashad Ridley		
Academic Dean Representative	Nancy Prather-Johnson		
Ex-Officio	Kelly Gillerlain	2021	2022

III. PAPC updates – bylaws to be voted upon on 9/30/21 at first meeting.

IV. New Business

A. Create Charges – suggestions submitted:

1. CHARGE ACCEPTED - REVIEW ADD ON SOFTWARE FOR CANVAS: (9/12 vote)

a. HARMONIZE: TCC is conducting a Harmonize pilot in Canvas, DLTC could review the application and solicit feedback from those in the pilot to recommend whether or not TCC should adopt it after the pilot concludes. For info about Harmonize, see:

<https://canvas.stanford.edu/courses/66738/pages/what-is-harmonize>

b. TURN IT IN: plagiarism checkers. ISSUE STATED: Turn it in not sufficient, math has plagiarism issues as well. Can review alternative directions. Pursue funding.

c. NOTE: consider research on website "home work help" on Barnes and Noble site – (Chegg)

d. Subcommittee: Sarah, Leah, Michele

2. CHARGE ACCEPTED - REMOTE PROCTORING CONTRACTS: (11/14 vote – more members arrived later)

a. We could also consider reviewing the five remote proctoring contracts recently awarded by the VCCS to provide an overview of the pricing and services of each vendor.

b. If warranted, we could then recommend to the college the service providers and options we think would be most beneficial to the faculty.

c. Subcommittee – Beth, Iris, Lisa, Dean Prather-Johnson (NOTE: please seek feedback from STEM areas)

3. SUGGESTED CHARGE DEFERRED TO OTHER COMMITTEES: FACULTY WEBPAGES:

a. Only a select few have faculty Homepages currently, and they are difficult to access.

b. Students should be able to see a faculty member's photo, short bio, courses taught, and possibly a teaching philosophy.

c. We can ask Distance Learning to develop a simple template and instructions for faculty to maintain it. The purpose is for students to have instructor and course information prior to their courses starting.

d. Adjunct webpages (up and down?), who would maintain these,

e. Web Services – Visual Communication (under Marketing): form to request with a personal webpage, email could be track. Faculty responsibility to update/maintain.

NOTE: Christina Felder offered to build webpages. Option for a Web Design class to consider.

f. ACTION: Ané will speak to Instruction Committee/PAPC 9/30/21 and report to DLTC

g. ACTION: Dean Prather-Johnson will speak to Leadership Team/ Academic Council

h. Discussion: SENATE - Suggested this could be a charge for faculty senate, (question: voluntary or required?), would be for both adjunct and full-time faculty, where are the webpages "housed" at present? (Faculty.tcc.edu). Recommendation for tracking on current pages for research views. Who would be responsible to maintain and update websites? Older faculty sites were deleted due to lack of maintenance and updating by faculty.

NOTE: Do staff at webservices/marketing have the available resources to support this endeavor with staff and online data storage. We want to be particularly sensitive to staff current workloads.

4. CHARGE ACCEPTED: CLASSROOM TECHNOLOGY NEEDS ASSESSMENT: (12/14)

Consider in-person technology needs as classrooms will become more flexible with content (considering use of zoom and distance learning for in-person classes).

a. Suggestion: Air purifiers?

b. Future: classroom tech needs for hyflex teaching

c. Subcommittee – Leah, Judy

B. Suggestion that a subcommittee for a special project be formed to continue discussion of synchronous delivery to recommend/ inform future policy (class size and other issues). ZOOM allows up to 45 in window view. Consider policies regarding class sizes, recommendations to inform (joint task force Instruction Comm & DLTC).

C. Christina shared about the Student Services - VIRTUAL STUDENT SUPPORT OFFICE – 822-1111.

V. Future business:

A. Invite Heather Brown (Distance Learning) to guest share re: Harmonize, 14 faculty piloting, DLTC coordinate with faculty piloting full product (equation editor – accessibility), discussion boards

B. Follow up on charge from 2020-2021: Is this product being utilized? ***Review and make recommendations for informing students and future students of requirements for online learning***

- i. Charge Complete – Material for guide stored in google doc shared with committee – committee will make final recommendations via email by Wednesday, April 28th. This will be an ongoing document with changes and updates being made as needed.
- ii. https://docs.google.com/document/d/1Ug0F7K8Vex2UpaMbTn93K_NmZ7UKdUCg3_jWTzcrF6A/edit?usp=sharing

VI. Motion to adjourn: sincere apologies - we overlooked this but ended at 1:22 pm

VII. Next Meeting: 15 October 21, 12:00-1:30pm

Addendum: Email from Kim Perez – support for faculty webpages subcommittee.

From: Kimberly Perez <kperez@tcc.edu>

Sent: Monday, September 20, 2021 2:20 PM

To: Andrea Pearman <aapearman@tcc.edu>

Subject: Re: DLTC: Draft minutes 17 Sep 21 & ByLaws for PAPC submission

Andrea,

I will not be able to make the October meeting either. I did review the minutes and concur regarding the lack of faculty web pages. A recent NSF grant required the link to my TCC webpage and I was told all around that we were unable to have one. I was informed that I could have a page in Canvas, which does not help the outside world verify who I am and where I work. I was also told that no other community colleges had faculty web pages. I sent them several examples but no budge.

Thanks, and please let me know if you need anything from me. Best, Kim

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