DLTC Minutes November 19, 2021 DRAFT

In attendance: Ané Pearman, Michele Marits, Leah Hagedorn, Kimberly Perez, Sarah Stevenson, Heather Brown, Nancy Prather-Johnson, Rick Dyer, John Morea, N. McClain, Iris Wang, Jennifer Hopkins, Rashad Ridley, Judy Gill

I.        Call to Order at 12:08 PM

II.       October minutes approved with minor grammatical correction. Michele motioned, Rick seconded.

III.      Software blueprint: Jennifer Hopkins suggested the DLTC take on the creation of a Blueprint Spreadsheet of All TCC and VCCS software available as an addition charge or ad hoc subcommittee.  The committee discussed the suggestion.  The discussion was wide-ranging and touched on other issues with technology in the classrooms and TCC communication. Are resources being appropriately used to aid instruction?
Areas of concern are:
1. VCCS blueprint list
2. Individual lab classrooms AND classrooms with specialized software installs of special software
3. Systems for communication between OIS, deans and faculty for special software

Ané will look into a blueprint list of software provided by the VCCS and Rashad will create a blueprint list for software installed in TCC computer lab classrooms.

IV.      Officer Reports: discussion about the return to campus and having 50% of classes face to face. Communication issues were brought up as different campuses, pathways and departments had heard different things. Ané will request data and research on the efficacy of modes of instruction from the administration and suggest they work with the faculty to get it.

V.       Website: The DLTC page on the website is up to date – needs October minutes

VI.      Still waiting to hear back about Title 3 grant

VII.     Follow-up to classroom maintenance software updates. There are communication issues, especially with accessing information on SharePoint.

VIII.    Marketing did not think a faculty index page was appropriate on the TCC website.  Faculty webpages are on faculty.tcc.edu. Iris and her staff can provide technical assistance. Faculty can link to their own webpages on the faculty directory.  Ané will email Steve and copy Naima suggesting that faculty.tcc.edu should have a link on the faculty webpage portal.
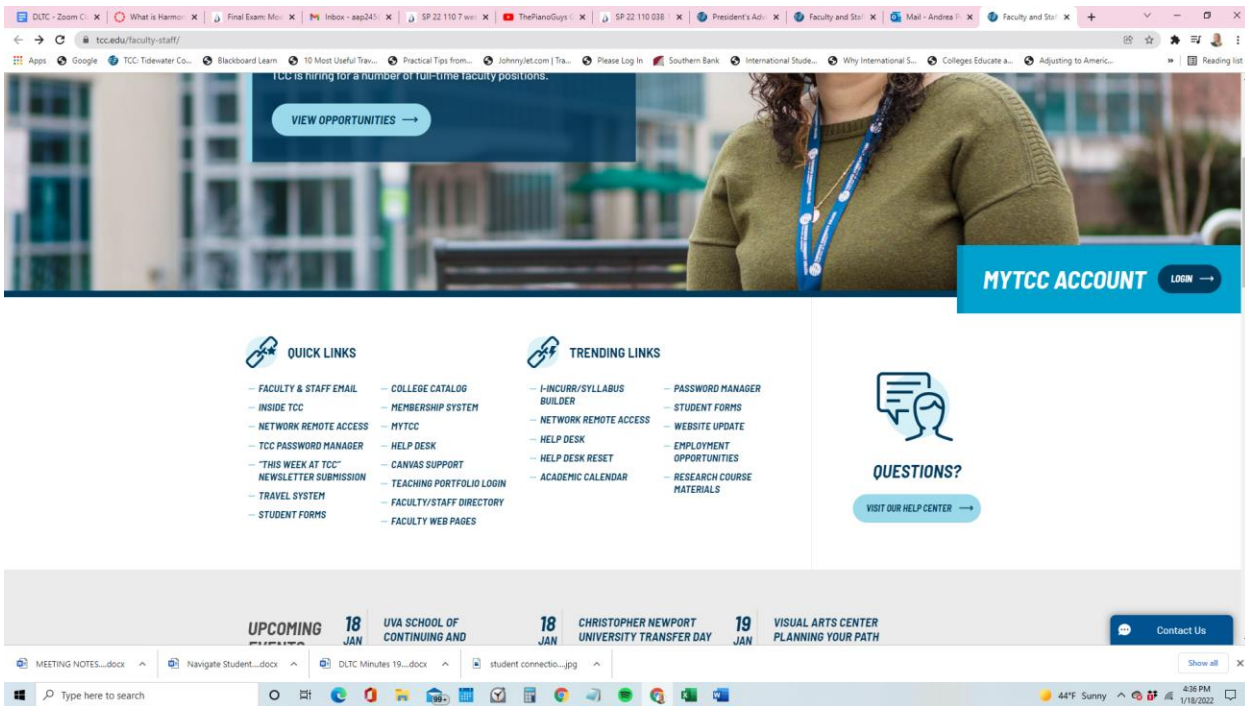
IX. Subcommittee reports: mini reports for the midyear report due to Ané by December 10
   a. Add on software: There will be another Harmonize webinar soon. 10 faculty and 24 courses are part of the spring pilot. The decision of whether to adopt Harmonize will be based on faculty preference.
   b. Plagiarism software team is investigating essay-writing services, and will have more research in January.
   c. Concerns about whether anything is actually done with Navigate alerts. Ané and Sarah will advise student services of committees concerns
   d. Remote proctoring review in progress
   e. Technology needs assessment classroom need will update next meeting

X. Next meeting January 21, 2022

XI. Meeting adjourned at 1:53 pm no vote taken.