Distance Learning and Technology Committee
Minutes

Date: 4 February 2022

Time: 12:00 PM – 1:30 PM

In attendance: Ané Pearman, Michele Marits, Beth Callahan, Leah Hagedorn, Judy Gill, Iris Wang, Heather Brown, Bethany Wright, Kim Perez, Jennifer Hopkins, Sarah Stevenson, John Morea

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I.   Call to Order

II.   Update: vacancies in membership – please poll your friends and peers to see if they will join us.
      Maritime and Skilled Trades
      College-wide Counselor/Adviser
      Student Representative

III. Corrections and approval of the minutes of the previous meeting

IV.   Reminder of Charges:
      1.   Review and make recommendations regarding add-on software for Canvas.
      2.   Review remote proctoring contracts.
      3.   Conduct a classroom technology needs assessment to assist with on campus and synchronous remote learning.

      Additionally, we have convened two ad-hoc subcommittees, per our bylaws, to:
         A. One - assist the college with the pursuit of reviving faculty webpages as an informative tool for students as well as a marketing tool for the college.

         B. Two - draft a statement to administration regarding research and utility of continuing synchronous courses across all disciplines at the college to better address our students' needs for flexibility of scheduling and course modality options.

V.   Reports
      A. Charge Subcommittee and Ad hoc committee reports
          1. Review and make recommendations regarding add-on software for Canvas. (Plagiarism software, (yale uses same as we use)- - nothing else is better so far. 2 problems: Change in placement tests – relaxed standards/ remedial courses are now gone, SDV not sufficient integrity training , Harmonize, Navigate Alerts/multiple alert programs)
             Members: Sarah, Leah, Michele – committee all co-chairs with individual focus.
          ACTION: Copy Sarah – NAVIGATE – see attached to agenda email
             2. Review remote proctoring contracts.
                Members: Beth, Iris, Lisa, Dean Prather-Johnson
          Needs of uses/environmental scan/ind. assign based on accommodations/accessibility – respondus not easy for alternative software/ health
          Request to deans by 14 Feb – Math and Science heaviest users of remote proctoring
          Update from John Morea -
                In order to firm up pricing that is based on FTE, VCCS needs to know what remote proctoring service colleges will use in 2022-23 by the end of the month. On Monday, I am meeting with President's Cabinet to advise them on the issue.

Would it be possible for the remote proctoring subcommittee to provide their perspective tomorrow regarding whether or not we should continue using Respondus Monitor for automated test proctoring? Most colleges intend to continue using Respondus Monitor since it has already been learned, and because it is significantly less expensive than other vendors. At TCC over 100 faculty teaching almost 600 courses have used Respondus Monitor to proctor 43,000 tests this past year!

   3. Conduct a classroom technology needs assessment to assist with on campus and synchronous remote learning.
   Members: Leah, Judy, Rashad Ridley

--Some reports that Respondus not working in chrome books – lock down browswer app for chromebooks BOX not there anymore - Chrome books/students refuse to download – but John Morea explained that issue has been addressed

Ad-hoc subcommittees, per our bylaws, to:
  A. COMPLETED - One - assist the college with the pursuit of reviving faculty webpages as an informative tool for students as well as a marketing tool for the college.

==ACTION: Ané will present – SUCCESS thanks to John Morea and our Webpage staff. Link to faculty webpages is now on our Faculty/Staff page.== https://www.tcc.edu/faculty-staff/

  Agenda – present templates

  ACTION – Iris – created several templates for faculty webpage (webserver) – 2 templates, Distance Learning can provide guidance on how to create the pages but cannot create or maintain faculty webpages. Contact iris Wang for assistance.

  Faculty -responsible to maintain – (dreamweaver) – portfolios within canvas OR template for webservers

B. NO NEED TO DRAFT A STATEMENT - -CHARGE NOW MOOT -- Two - draft a statement to administration regarding research and utility of continuing synchronous courses across all disciplines at the college to better address our students' needs for flexibility of scheduling and course modality options.

  QUESTION: What metric would we use – 2 years of ZOOM – due to covid? We suggest other criteria are needed.

  C.CHARGE CLOSED – request for rationale for 50% face to face instruction Spring 2022 at time of scheduling (Sep 2021)

==NOTE: This is a FIRST DRAFT from the ad hoc committee to request clarity on the 50% face to face classes that was mandated by administration back in September when Chairs where creating the Spring 2022 schedule.==

The purpose of this committee is to request rationale, supporting documentation and to help faculty understand why the 50% proportion was "mandated"/"requested" by administration to . In light of what is happening since our semester start with delays in face to face instruction this is not an unreasonable request from faculty.

https://docs.google.com/document/d/1_9lQatmOkfePHYyuPOOtdQpe1cQDh_5h5MQmjUx67EA/edit?usp=sharing

D.COMBINE with Charge # -- Four – <mark>NEEDS FURTHER DISCUSSION JAN MEETING</mark> not certain we decided to create this ad hoc subcomm – but we had lively discussion in Nov.   SUGGESTION for additional charge or ad-hoc subcommittee: BLUEPRINT SPREADSHEET OF ALL SOFTWARE AVAILABLE VIA VCCS (we are going to have a new business request as the member must leave the meeting early). Jennifer Hopkins.

ACTION: NEED UPDATE FROM OIS – next meeting –ACTION – RASHAD update please

VCCS – Iris – contact elet group, VCCS (software still managed by OIS) – OIS must install --

SUGGESTED ACTION - - **CENTRAL POINT OF CONTACT TO MAINTAIN THE LIST -- via OIS - Spreadsheet for (Rick's suggestion: Initialization of equipment requires faculty and OIS present simultaneously during loading and implementation)

QUESTION for discussion: Do we want to make this recommendation? To whom do we make this recommendation? (Deans?)

From John:
I think we are talking about a few different but related things. The list of software available to all faculty, or large groups provided by VCCS and TCC is not necessarily pertaining to department specific applications or MPS software. Are we still seeking to create a list of available software for all/most faculty such as MS Office, Turnitin, Adobe, etc.?

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

B. Officer Reports
   1. PAPC updates: minutes are not available yet as of 1/19/21 – hopefully more on final draft of agenda; AP emailed chair of PAPC to request updated minutes on 1/17/21.
   https://docs.google.com/document/d/1mGT6pJnREQWdBi3hREK1Y8icV9FiSbF6kdLeY4jD-r8/edit (Link to PAPC Oct agenda)

  2. Updates from prior action items
    a. Link to faculty webpages
    b. TITLE 3 GRANT FUNDS FOR PROFS: Followed up on Title 3 grant questions –

        FINAL RESPONSE FROM ADMINISTRATION regarding Title 3 Grant Funds for Faculty Advisors:

        From: Michael Summers <msummers@tcc.edu>
        Sent: Wednesday, January 19, 2022 9:06 AM
        To: Andrea Pearman <aapearman@tcc.edu>; Kia Hardy <khardy@tcc.edu>
        Subject: RE: QUESTION from DLTC: regarding disbursement of funding for the Title 3 grant

        Ane',

        Dr. Bovee is correct in her response to your question. Full-time teaching faculty will be paid $750 for their training for student advising responsibilities. Over the next 5 years, all the faculty will be trained.

        As academic advising is already listed as a job responsibility per the VCCS position description for full-time teaching faculty, there is no additional compensation provided once they are assigned a student caseload. We expect that student caseloads for teaching faculty will be capped at 25.

I hope this answers all your questions.

Mike

--3 hours release for training for fac advising—capped at

c. REMINDER FROM OUR OCT MEETING -- Contacted OIS regarding questions of classroom technology maintenance; please see documentation of response. Rashad will update committee in this meeting.

Follow Up documentation for Classroom Maintenance action item:

From: Andrea Pearman
Sent: Friday, October 15, 2021 2:08 PM
To: Rashad Ridley <rridley@tcc.edu>
Subject: QUESTIONS from DLTC regarding Classroom Technology responsibility, maintenance and upgrades

Hello Rashad,
As our OIS representative for the DLTC, can you please advise:

QUESTION: Who oversees classroom technology and upgrades to the classrooms? Hardware: Larry NiederKorn

QUESTION: Is there a timeline of classroom technology upgrades? That is dictated by budget constraints

QUESTION: Is there a mechanism to advise faculty of changes to their assignment classrooms that impact their ability to teach in the room? (certain rooms have specific software and hardware relevant to the courses taught in the room).   If you're referring to classroom software this is coordinated through the Deans prior to the start of every semester. New hardware is also coordinated through the Deans. Repairs and upgrades to existing hardware is handled by the OIS Campus Desktop Supervisor as equipment becomes available.

We appreciate your assistance finding answers to these questions,
Ané

VII. New Business
Nancy Prather – Currently profs teaching ZOOM do NOT have to be certified to teach online. This will be addressed by higher administration.

ACTION - John and Dean Prather-Johnson-- GOAL: will bring back to the table at next leadership meeting (WED MARCH – response regarding required training for fac to teach via zoom)

VIII.   Next Meeting: 18 February TIME: 12:00-1:30pm

IX.   Adjournment1:28 pm