Distance Learning and Technology Committee

Minutes

Date: 20 Jan 2023

Time: 12:00 PM – 1:30 PM

Location: Virtual via Zoom

In attendance: Ané Pearman, Heather Brown, Bethany Wright, John Morea, Lisa Whitaker, Michele Marits, Jennifer Hopkins, Judy Gill, Sarah Stevenson, Rashad Ridley

 I.   Call to Order at 12:02 pm
 II. Introductions: none this month
 III. New Business: Ané attached a list of rooms designated as high flex. While room numbers and capabilities are listed, functionality of rooms has not been verified.

DLTC CHARGES 2022-2023

1. **CHARGE:** Review the VCCS and national definitions for "Hy Flex" instruction to recommend the next steps for training and adoption at TCC.

   Michele Marits explained that high flex encompasses three modalities: face to face, synchronous zoom, and online. She states that NOVA has been labeling bi-modal classes as Hy Flex

   Ané believes that bimodal is the savvy approach to teaching Hy FleX.

2. **CHARGE:** Recommend the structure of a comprehensive classroom technology needs assessment to support on-campus instruction and synchronous remote learning. NOTE: Rollover from last year.

   Ané addressed the concern that MPS station are not congruent and training videos would help faculty.

   Jennifer Hopkins requests that a tutorial is offered before new technology replaces old in a classroom.

   Technology support is needed in the evenings to assist faculty with technology in the classroom.

   Rashad emphasized that all technology should be tested in each classroom before the start of each semester but stressed that submitting a HelpDesk ticket is necessary for technology issues. Futher, he and John Morea are on the ITech committee which is working to standardize all of the classrooms.

   Judy Gill challenged the idea of standardizing classroom technology since each faculty has different needs. Rashad concurred that "standardizing" classroom is not the intent of OIS.

   Kim Perez believes more training is needed to train faculty in the array of technological resources.

3. **CHARGE:** Recommend faculty instructional support that includes on-demand materials, video tutorials, and other resources that explain how to operate, troubleshoot, and request support for classroom teaching and learning presentation technologies. (Charge 3 was combined with Charge 2 – see 2 for more details.)

Lisa Whitaker made a motion for OIS revise its operating hours to assist faculty – after 4:30pm and before 8am, especially in the first weeks of each semester. Kim Perez seconded the motion.

4. **CHARGE**: Working with collegewide stakeholders, support the adoption of OER at TCC.

The TCC library has an OER committee, and a survey was created. Bethany Wright requests DLTC review the survey and offer any feedback/recommendations within two weeks.

The library OER team survey:
 https://tcc.libwizard.com/f/oersurvey

5. **CHARGE**: Review VCCS attendance policy revisions to advise faculty regarding online learning activities that meet attendance requirements.

Ané requests in her classes that online students verify their identity using a photo ID. John Morea warned this must be accomplished without other students being privy to the information.

John Morea pointed out examples in 5.6.8.1 Attendance Definitions to verify student participation. The list offers examples meant to guide faculty and is not inclusive; faculty can create their own verification of student participation.

Judy Gill asserts the Class Attendance Policy 5.6.8 (see below) will be problematic for faculty and record keeping while also confusing students and ensuring student equity. Can students attend in different modalities? The policy is unclear and contradictory per Judy Gill and Kim Perez and will create financial aid issues.

John Morea confirms that hybrid classes are reported as online courses per TCC. A bi-modal course, with in-person students and virtual students, is merged in SIS and in Canvas. These students have flexibility unless an instructor states otherwise.

Jennifer Hopkins challenges TCC's definition of hybrid and requests the committee read her comments before the February DLTC meeting.(See Jennifer's email on January 20th sent to committee.)

The challenge of the F2F mandate was addressed (many F2F sections did not fill); Senate is involved, and data is being collected.

Per John, Curt Aasen has offered to speak to the DLTC about course definitions.

5.6.8 Class Attendance (C)

To meet general attendance requirements for grading and financial aid purposes, enrolled students must attend a minimum of one face-to-face or synchronous class meeting or the equivalent for an asynchronous distance learning class. This attendance must be completed by the last day to drop with refund, as defined and published by the institution. Students who do not comply with this attendance policy must be administratively deleted

from the course by the college. Existing college policies regarding tuition refunds shall remain in effect. (See also Policy 4.3.2.1 Tuition Refund Procedures.)

Each college may develop an attendance policy. At a minimum, the college attendance policy must align with Policy 5.6.8.1.

Faculty may develop additional attendance requirements for the classes they teach. Any such requirements must be specified in the syllabus.

5.6.8.1 Attendance Definitions

Course attendance requires active participation by a student in an instructional activity related to the course, after the course start date. Attendance is not equivalent to logging into the Learning Management System. Participation includes but is not limited to:

a. **Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for predictable and scheduled substantive interaction between the instructor and students**
b. **Submitting an academic assignment;**
c. **Taking an assessment or an exam;**
d. **Instructor documented participation in an interactive tutorial, webinar, or other interactive computer-assisted instruction;**
e. **Participating in an activity group, group project, or an online discussion that the instructor assigns; or**
f. **Documented coursework interaction with the instructor.**

IV.   Next meeting is February 24th via ZOOM (**Date change from original date of February 17th - invitation link in Outlook calendar)

V.   21 October 2022 minutes approved by Michele Marits once Mary Hanlin's name and title were edited on the document.

18 November 2022 minutes approved by Kim Perez

VI.   January 20th Meeting Adjourned 1:06 pm

Zoom Classroom Locations

The two-camera rooms listed below were identified to receive permanent Zoom equipment, but some locations were changed. Please verify this information with OIS.

Two Camera Zoom Classrooms

Chesapeake	Norfolk	Virginia Beach	Portsmouth
• CT-2 409	• 2404 • 2610	• F104 • F124	• A210 • B125

• CT-2 411 • 2010 • 2059 • 2067 • 4102 • 4109 • 4202 • 4215 • 4315 • 4317	• 3236 Kitchen A • 3236 Kitchen B • 3306 • 4101 • 4102 • 4103 • 4235	• F124A • F125 or F200 • F142 • F147 • H151 • H101 • H164 • H160 • H273 • H275 • MN 104 • MN 112 • MN 121 • MN 206 • MN 216 • MN 319 • MN 308 • MN 310 • MN 312 • MN 318 • MW 306 • MW 310 • MW 220	• C220

Portsmouth Campus: Single Camera Classrooms Paired for Deliver and Receive:

Delivery Camera	Receive Camera
A105	A107
A202	A203
A217 (computer lab)	A213 (computer lab)
B127 (computer lab)	B128 (computer lab)
B129	B130
B227	B226
B229	B228

C101 (computer lab)	C102 (computer lab)
C105 (computer lab)	C107 (computer lab)
C206	C203
C207 (computer lab)	C205 (computer lab)
C213	C217
C220	C223

Zoom Mobile Cart (may be moved, so locations may not be accurate):

VB	G 147
VB	F-118
VB	MN 302
VB	MN 302
VB	JC 12
VB	JC 13
VB	JA 10
VB	JA 12
VB	CW 128
VB	CW 128
C	Whitehurst 2056
N	Andrews 1214A