MEMORANDUM: Mid-Year Report to Executive Staff Member

To: Daniel DeMarte, Vice President for Academic Affairs and CAO

From: Sarah DiCalogero, Online Learning Committee chair

Date: February 15, 2016

Subject: Governance Committee Mid-Year Report 2015-2016

Charge:

1. In collaboration with Learning Technologies, the Center for E-Learning and the Student Success Committee, recommend a student orientation for online learning including its intended purpose and if it should be mandatory or optional.

2. In collaboration with Learning Technologies, review the capability and practicality of pushing 'interactive' course syllabi into Blackboard course shells.

3. By December 2015, in conjunction with the Department of Information Systems, review the use of Blackboard Collaborate to authenticate the identity of online students and to conduct office hours online; also, identify other cost neutral (no new student fees or costs to the college) methods to authenticate student identity (e.g., testing centers for exams, use of other BB functions.

4. Review recruitment strategies from 2014-2015 in relation to the revised Faculty Evaluation Plan for faculty to participate in Quality Matters Peer Review (100 peer reviews targeted for 2016-2016).

5. Review the current Blackboard course shell template and recommend revisions and how to ensure its use college-wide.

6. In collaboration with the Center for E-Learning establish a list of best practices for online teaching at Tidewater Community College.

Goals/Planned Actions/Approved Motions:

1. The center for Learning Technologies presented a blackboard orientation for online learning at the January meeting of the OLC. Committee members have given feedback on additional information that should be included in the training. Committee members have volunteered to test the training modules in their Summer 2016 online courses.

2. The OLC has determined that an 'interactive' course syllabus in online courses is needed in order to recommend revisions to the current Blackboard course shell template. An overriding concern from faculty is that the current course shell is

cumbersome and repetitive. An 'interactive' syllabus where students can easily find course information will enable newer versions of the template to be not only streamlined but also designed to meet QM standards. The OLC is working with Learning Technologies on this issue and will reach out to the Instruction Committee during Spring 2016.

3. The OLC was charged to identify cost-neutral ways to authentic students in online courses. The OLC has mapped out a 3 step system that includes pictures included in course rosters, a student affirmation statement and verification through a variety of measures. These measures include online office hours, proctored testing and assignments that require government identification. A draft memo with these suggestions will be distributed to faculty through the center for e-learnings blog in Spring 2016.