TCC Governance Committee Minutes Online Learning Committee

Date: 02/19/2016
Meeting Time: 10:30 am
Location: 2504 – Martin building, Norfolk campus

In attendance:
Chesapeake – Paul English, Jeannie Taylor
Portsmouth – Bill Conner
Norfolk – Sarah DiCalogero, Cameron Russell
Virginia Beach –Ané Pearman, Michele Marits, Deborah Edson
Dean Representative – Jim Perkinson
Center for eLearning – Marsha Jurewicz (and designee Amanda Goldstein)
Librarian/Counselor – Jacque Dessino
Department of Learning Technologies – Iris Wang
Dean of Student Services – Mark Flanders (Sitting in for Emanuel Chestnut)
Ex-Officio, PAPC Appointee – Virginia Zillges

Absent:
Norfolk – Joe Joyner, Suki Tooley
Student Representative – Position has not been filled

   I.   **Call to order**
             10:39 am by Ané Pearman

   II. **Minutes**
             a. Addendum to 4.a.i. to add actual statement
             b. Clarify that student representative position has not been filled
             c. Minutes were approved, seconded, unanimous

   III. **Reports**
             a. Chair Reports
                  i.   Gerry Wright has resigned and there is a Portsmouth faculty position open.
                  ii. There is a Norfolk faculty member who is very interested in being on the committee. There are some PAPC positions open if there are other faculty members interested in joining the OLC.
                        1. The Chair has the ability to fill those positions based on approval.
                        2. Susanne Rauch needs to be added to the Bb Org Site so she can serve on the Best Practices subcommittee.
                  iii. PAPC mid-year report
                  iv. Student verification memo:
                        1. Feedback was provided by Dr. DeMarte to restructure the memo.
                        2. The memo will be published on the OLC blog for comments, with an email directing faculty to go to the blog to make comments.
                        3. There is a need for a TCC-specific student affirmation statement.
                        4. There has been a directive to keep the options broad to accommodate many needs/wants of instructors, but specific enough to make sure all instructors are meeting the requirement for student authentication.

Meeting Notes taken by Amanda Goldstein, and submitted by Marsha Jurewicz, Secretary

IV.   **Discussion Topics**
   a.   Quality Matters Peer Review (Jeannie)
        i.   Jeannie shared FDEP/QMPR subcommittee report from November:
             1.   Problem: 100 QM peer reviews in a year is an impossible task based on current limitations
             2.   The FDEP committee, the OLC, and the Center for eLearning need to come together to address the rewrite of the "Classroom Observation for Online Classes" form. The subcommittee has drafted a rewrite of this form and will send to OLC members for feedback before sending the rewrite to the FDEP committee.
   b.   Student Orientation – Phase 2 Discussion (Ginger)
        i.   Phase 1 was developed by John's group as an orientation to Blackboard
        ii. Phase 2 will focus on how an online student will be successful at TCC
             1.   Virginia drafted a "marketing" document that discusses the online advantages, the "eLearning fit," technology requirements, course formats, and eLearning tips
   c.   Blackboard Course Shell Template (Sarah and Ané)
   d.   ELI/Student Authentication @ NOVA (Bill)
        i.   Reference link: http://eli.nvcc.edu/faqs.htm (navigate to "testing information")

V.   **Other Subcommittees Reports**
   a.   Subcommittees are as follows
        i.   Orientation for Online Learning (Ané, Jim, Iris, Joe, Ginger)
        ii. Interactive Syllabus (Iris, Michele, Joe)
        iii. Authentication (Bill, Iris, Debbie, Sarah, Jacque, Suki)
        iv. FDEP/QMPR (Jeannie, Ginger)
        v.   Template (Ané, Sarah, Debbie)
        vi. Establish Best Practices (Cameron, Marsha, Ginger, Michele, Morgan)

VI.   **Announcements**
   a.   Next meeting on March 18 at 10:30am in Martin 2504
   b.   Action items were reiterated (see table below)

Responsible Party	Action Item	Due Date
Sarah DiCalogero	Add Bill Conner and Susanne Rauch to Bb Org Site, check status of Marsha Jurewicz in Bb Org Site	Before next OLC mtg.
Sarah DiCalogero	Will draft TCC-specific student affirmation statement and post to Google Docs to be shared with OLC	By Monday, Feb 22
Jeannie Taylor	Send out rewrite of "Classroom Observation for Online Classes" for feedback from OLC members **The red text indicates changes/additions made by subcommittee, while black text indicated original text	Before next OLC mtg.
Marsha Jurewicz / Sarah DiCalogero	Upload the rewrite of "Classroom Observation for Online Classes" to Google Docs and insert link to	Before next OLC mtg.

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	the Bb Org Site for feedback from OLC members	
OLC Members	Provide Feedback to the of "Classroom Observation for Online Classes" form	Before next OLC mtg.
Sarah DiCalogero	Add a discussion on the feedback for the "Classroom Observation for Online Classes" form to the agenda for March meeting	Before next OLC mtg.
Sarah DiCalogero	Add a discussion on the issue of eLearning and Learning Technology concerning online course access with or without instructor permission to the agenda for March meeting	Before next OLC mtg.
Jeannie Taylor	Send out recommendations from FDEP/QMPR Subcommittee with corrections and additions	Before next OLC mtg.
Virginia Zillges	Make the student orientation phase 2 document consistent with the use of "eLearning" vs "online" – use "online"	Before next OLC mtg.
Virginia Zillges / Sarah DiCalogero	Upload student orientation phase 2 document to Google Docs and insert link to the Bb Org Site for feedback from OLC members	Before next OLC mtg.
OLC Members	Provide feedback to the student orientation phase 2 document	Before next OLC mtg.

VII.   Adjournment
   a.   Unanimous voice vote to adjourn the meeting at 12:00PM

Meeting Notes taken by Amanda Goldstein, and submitted by Marsha Jurewicz, Secretary