Date: 1/23/2015
Time: 10:05 am
Location: Center for E-Learning conference room, 5th floor – Martin building, Norfolk campus

I. Call to order

In attendance:
   Chesapeake – Jeannie Taylor and Paul English
   Norfolk – Joe Joyner
   Portsmouth – David Green
   Portsmouth faculty – Geraldine Wright
   Virginia Beach – Ané Pearman
   One representative from the Center for eLearning – Lynn Rainard
   Dean of Center for eLearning PAPC Appointee – Virginia Zillges
   One representative from the Department of Learning Technology Applications – Matthew Blanchard
   Norfolk - Chair - Sarah DiCalogero
   Ex Officio, PAPC Appointee – – Deborah Edson
   One counselor or librarian elected college-wide – Jacque Dessino
Guests:

Absent:
   Student representative – Jill Hauer
   One academic dean representative from any campus – Jim Perkinson
   Dean of Students – Raphael Turner
   Norfolk – Joe Joyner
   Dean of Center for eLearning PAPC Appointee – Virginia Zillges

I.   Call to order
          10:05am by Sarah DiCalogero

II.   Guest speakers
          A. N/A

III.   Minutes
          A. Minutes from 11/21/2014 meeting
                 1.   Minutes accepted.
                 2.   Motion: Geraldine Wright, Second: Jennie Taylor - those minutes be approved.
                 2.   Approved by unanimous voice vote.

IV.   Reports
          A. Officer Reports:
                        Chair – Sarah DiCalogero
                        1. Interactive Syllabus
                              a. Introduction to Interactive Syllabus

b. Discussion of which committee needs to be the next line of approval for such an endeavor

c. Instruction Committee would be the entity to further this concept

d. Lynn – would statistical data help support the idea of an interactive syllabus

e. Debbie – perhaps wait for the new instructional designer position to be filled

f. Lynn – response to Sarah's comment that there were too many duplicate items -our template is based upon Western KY university model/protocol & they are ranked 7th in nation in online education.

g. Sarah - responded, "I want to see 6, 5, 4, 3, 2, 1."

h. Paul -expressed concern about requiring all faculty to adopt the "interactive" syllabus

2. NOTE: Blackboard site being updated

3. Sarah – follow-up to meeting with Dr. DeMarte. OLC is not restricted to Dr. DeMarte's charges; OLC can pursue other charges that the committee finds to be important.

Secretary - Ané Pearman: nothing to report

V. Open business

A. Super Committee for OLC – 1 year term for 15-16 – all current members remain

1. Lynn R–made the comment that changes to the OLC Bylaws needed to go before the PAPC, that we cannot simply change them at will.

2. Lynn motioned that Debbie change status from PAPC to VB rep for rest of annual 14-15 year to replace Jack Hollinger. Second: Matt B
3. New membership needs for 15-16

1 – Norfolk
1 – VB
1 – Ches
1 - Portsmouth

B. Review of membership – these are required positions

Two (QM-certified) teaching faculty members elected from each campus by the faculty at each campus

Norfolk:

Portsmouth:

Chesapeake:

VA Beach:

One counselor or librarian elected college-wide

One student services dean from any campus – Not filled – 1 missing – rotate off on even years

One academic dean representative from any campus – rotate off on odd years

One representative from the Department of Learning Technology Applications - 2017

One representative from the Center for eLearning - 2016

One student representative – Morgan Bond

As many as three members appointed by the President's Advisory and Planning Council Chair (PAPC) to ensure that each campus has representation on the committee, considering appointments from centers as well.

Past Chair (ex-officio)

VI. New business
   A. Matt- Learning Technologies requests that a Bb qualified staff member be added to the OLC committee
      1. That person will stay on 2015-16 & 16-17 academic years
      2. Matt's representation would terminate 2015-2016 academic year
      3. Therefore – Learning Technologies would have two reps
   B. Library resource training - motion to add to our

VII. Subcommittees
   A. Survey – send to Matt to send through CTLTC (was to have been under purview of Fred Stemple)
   B. Coordinate offering eLearning professional development/training sessions in the Batten Centers including but not limited to: faculty presenters, presenters (internal and external), eLearning administrative faculty, and sharing information via presentations or video from conferences.

From agenda - CURRENT LIST TO SHARE WITH FRED STEMPLE'S OFFICE w/ suggested faculty facilitators:

   i. Bubbles, US:

   ii. Mindmaps:

   iii. Audacitiy:

   iv. Wikis

   v. Blogs

   vi. Journals

   vii. MOTION – Ané' P – include Google Docs - Second: Matt B

      1. Using docs for group projects

      2. Google sheets in place of excel

      3. Google hangouts

   viii. BB Collaborate

   C. Recommend training/professional development requirements for faculty who teach hybrid courses.

      a. Same as online: Top-Elite, 2 QMS

         1. Virginia to reach out to Ken Ballard for list of online and hybrid faculty. List will help determine who would need to undergo training.

   D. Determine a plan that results in 100 new QM peer reviews by June 30, 2015.

      a. OLC approved subcommittee plan.

      b. Our suggestions for faculty who do not meet certification were approved

   E. Reassess the best solution for online proctoring including suggestions for a seamless experience for faculty and students with stringent authentication requirements.

      1. Review 3 online proctoring services.

      2. Student VERIFICATION/AUTHENTICATION is the actual issue

        a. Sarah – Strayer has a unique authentication

        b. Products for verification do exist

        c. HOMEWORK – ACTION REQUIRED OF OLC –

               1.) Request OLC to brainstorm and come back with suggestions for authentication options

                   a.) Verisign – true systemic authentication – random

        d. Higher Education Reauthorization Act

VIII. Current Business

    a. Student Verification in Online Learning – see info under SUBCOMMITTEES

    b. Status of Student Orientation

        1. Research what others are doing to decide what to use:

            a. Debbie – will investigate J Sarge & John Tylor

            b. Gerry - NOVA ELI

            c. Ané

        2. Should one be required?

        a. Motion – Matt - an online student orientation SHOULD be required prior to taking any online courses at TCC

        b. Second: Ané & Jacque

    c. OLC/E-Learning Blog

        1. What should we include?

7. New Business

    A. MOTION – OLC send out survey to online teaching faculty regarding the template – effectiveness

    B. Research TCC survey policy - SARAH and survey privacy statements for various online survey software

        1. Do you use the template?

        2. What specific changes would you recommend to the template & why? List menu buttons & then OTHER

        3. Answer YES, suggest your ideal changes –

        4. Debbie –IE has software that would facilitate the survey

   C. Lynn - suggested we not throw out the original survey considering the amount of time and effort on the part of Jeannie Taylor to write, revise, solicit comments, and revise again.

8. Announcements/Questions

    a. Jacque – does the college have e-portfolios for students?

        1. Matt – none exists so far

        2. Debbie – vis art has suggested it for years, not certain of status

        3. Please define "portfolio"

      4. Lynn - there may be some type of portfolio in Blackboard

    b. Gerry – QM master recertification (annually $50 pd by college, contact Kim Austin -- k.austin@tcc.edu)

VIII.   Other – future discussion to be considered for future meeting agendas from prior meetings
    A.   What constitutes "absence"/participation/attendance in an online course

IX.   Next meeting
- Feb 20, 10am Center for ELearning Conference (Paul not available)
- Will consider WebEx or other online solutions for some future meetings

X.   Adjournment
Paul English moves, Lynn Rainard seconds - unanimous voice vote approving
Meeting adjourns at 11:42am.

Submitted by
[Ané Pearman, Secretary]