

## TCC Governance Committee Minutes Online Learning Committee

**Date: 01/15/2016**

**Meeting Time: 10:30 am**

**Location: 2610 – Martin building, Norfolk campus**

### **In attendance:**

Chesapeake –Paul English, Jeannie Taylor

Portsmouth – Bill Conner

Norfolk – Sarah DiCalogero, Joe Joyner, Suki Tooley

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 – John Morea

Ex-Officio, PAPC Appointee – Virginia Zillges

Dean of Student Services – Emanuel Chestnut

### **Absent:**

Norfolk – Cameron Russell

Portsmouth – Gerry Wright

Department of Learning Technologies – Iris Wang

Student Representative – **Spot has not been filled**

#### **I. Call to order**

10:40 am by Sarah DiCalogero

#### **II. Minutes**

- a. No changes to minutes from last meeting
- b. Minutes were approved, seconded, unanimous

#### **III. Reports**

- a. Office Reports
  - i. Chair (Sarah DiCalogero) and Virginia Zillges have arranged several meetings with Dr. DeMarte, but they had been cancelled.

#### **IV. Discussion Topics**

- a. Student Verification
  - i. Chair (Sarah DiCalogero) and Virginia Zillges drafted statement to Instructional Committee concerning student verification (**add statement**)
    1. ACTION ITEM: Ané Pearman to look up legal/school policy on student privacy in terms of pictures (“selfies”) for authentication
    2. ACTION ITEM: John Morea will attend webinar and report back with learning
    3. ACTION ITEM: John Morea will recommend to the Batten Center the need for tutorial on Google Voice, and John’s team will develop a quick start guide

- ii. Motioned by Sarah to approve the statement to send to the Instructional Committee – approved, seconded, unanimous
      - 1. Recommendation by Suki to add language in office hours requirement to state that the required hour is part of the faculty’s already existing office hours. ACTION ITEM: Sarah DiCalogero to add this language.
    - iii. Timeline for implementation
      - 1. Spring 2017
  - b. Blackboard Organization Site
    - i. Marsha Jurewicz demonstrated the new navigation/functionality of the Bb org site.
      - 1. Each subcommittee is set up as a group for private conversations
      - 2. The discussion board is the only tool to share documents with the larger group
      - 3. No change to Bb Organization Site
  - c. Student Orientation General Training
    - i. Motion to approve the General Student Blackboard Orientation as the official Blackboard component of the General Student Orientation - approved, seconded, unanimous
    - ii. ACTION ITEM: Marsha to help John design an assessment/survey to include the following topics:
      - 1. Which items are useful to your online course
      - 2. What items would you have liked to see in the orientation
      - 3. Ability to track who completed the survey/assessment
  - d. Interactive Syllabus Template
  - e. Bb Template Modifications
    - i. John recommends including a pre-made student verification assignment in the syllabus template. Then the quick start guide can be very specific to this pre-made assignment. The instructor can choose to use this assignment or make their own.
      - 1. Motioned by Ané - approved, seconded, unanimous

**V. Subcommittees Reports**

- a. Subcommittees are as follows
  - i. Orientation for Online Learning (Ané, Jim, Iris, Joe, Ginger)
    - 1. Reported on technical issues within the Bb Orientation Module
  - ii. Interactive Syllabus (Iris, Michele, Joe)
    - 1. John updated the committee that this has not been worked on at the time of this meeting. Something should be available by the March OLC Meeting. The goal is to pull out college-wide policies of the syllabus, and the instructor is only responsible for publishing their course-specific policies based on a editable form. The final product is two parts – course policies and college policies. The final product will be a single PDF or HTML.
  - iii. Authentication (Bill, Iris, Debbie, Sarah, Jacque, Gerry, Suki)
  - iv. FDEP/QMPR (Jeannie, Marsha, Ginger)
  - v. Template (Ané, Gerry, Marsha, Sarah)
  - vi. Establish Best Practices (Cameron, Marsha, Ginger, Michele, Morgan)

**VI. Announcements**

- a. Next meeting on February 19<sup>th</sup> at 10:30am in Martin 2610
- b. Action items were reiterated (see table below)

Responsible Party	Action Item	Due Date
Ané Pearman	Research legal/policies regarding student privacy online	Before next OLC Meeting
John Morea	Attend webinar relating to student privacy and report back learning	Before next OLC Meeting
John Morea	Recommend to the Batten Center the need for tutorial on Google Voice, and John's team will develop a quick start guide	Before next OLC Meeting
John Morea	Add Student Verification Assignment to Syllabus Template	??
Sarah DiCalogero	Add language to office hours statement (student verification memo) to clarify the required hour is part of the faculty's already existing office hours	Before submitting to Instructional Committee
Marsha Jurewicz	Work with John Morea on survey/assessment for Student Orientation to Blackboard	Before Spring 12 Week Courses Begin
Marsha Jurewicz	Add discussion thread on online programs	Before next OLC Meeting

**VII. Adjournment**

- a. Unanimous voice vote to adjourn the meeting at 12:10PM