TCC Governance Committee Minutes Online Learning Committee

Date: 1/20/2017
Meeting Time: 10:30 am
Location: Martin 2610

	In Attendance	**Absent**
Chair	Cameron Russell	
Chesapeake	Matthew Watts Scott Carlson	
Norfolk	Lotlamoreng Mosiane (Gilbert)	
Portsmouth	Bill Conner Siabhon Harris	
Virginia Beach	Michele Marits	Frank Futyma Susanne Rauch
eLearning	Marsha Jurewicz (Amanda Goldstein)	
Learning Tech.	Iris Wang	
Student Services		Emanuel Chestnut
Librarian/Counselor		Stephanie Fair
Dean Representative		Jim Perkinson
Student Rep.		
Ex-Officio		Sarah DiCalogero
PAPC	Marcee Anderson	
Administration	Virginia Zillges	
Guest		

I. **Call to order**
   a. 10:40 am by Cameron Russell.

II. **Minutes**
   a. Follow-up to last minutes:
      i. Edit made to reflect that QM course certification is ongoing in addition to program certification.
   b. Minutes were approved, seconded, unanimous.

III. **Old Business**
   a. Student Orientation: Virginia presented the progress made on the Online Student Orientation and shared Dr. DeMarte's request for the OLC's recommendation on whether or not the orientation is mandatory or optional.
      i. The orientation includes three units (Technology Requirements and Computer Literacy, Blackboard LMS Skills, and Online Success Skills).
      ii. Marcee Anderson discussed adapting Unit 3: Success Skills to each course for the skills required for learning specific disciplines online.
         1. Virginia Zillges reiterated that Dr. DeMarte requested this Orientation to include Success Skills.
      iii. Matthew Watts discussed adding this Orientation to the Blackboard template so the instructor can more easily direct their students to the orientation.

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

1. Iris reiterated that the link is already available on the Blackboard landing page available to all students and instructors.
   iv. Virginia Zillges recommends piloting the Blackboard Orientation housed within the TCC Blackboard template for the fall semester.
   v. Marcee Anderson suggests piloting an adaptive release of the course content after the student completes the orientation. This suggestion allows the orientation to be mandatory and making it a pre-requisite without affecting enrollment.
      1. Marsha Jurewicz suggested that if we are to make a motion on whether or not the orientation is mandatory, one option is to embed the orientation into the SDV courses both face-to-face and online courses with adaptive release.
   vi. MOTION: The OLC recommends embedding the Student Blackboard Orientation in the Student Development Course Blackboard Template as an adaptive release. Motion seconded, approved unanimously.
   b. Sub-Committees
      i. Bill Conner requested more information from Lynn Rainard on the responsibilities and duties of his two requested subcommittees.
         1. **ACTION ITEM:** Cameron will reach out to Lynn for more information.
   c. Student Authentication
      i. Michele Marits reported successful use of the Voice Thread student authentication for one student.

IV. **New Business**
   a. Instructional Design Certificate Program
      i. Discussion about the Online Learning Consortium's Instructional Design workshop series/certificate program. OLC members were provided a brief description of this opportunity.

V. **Announcements**
   a. Action items were reiterated (see table below)

Responsible Party	Action Item	Due Date
Cameron Russell	Contact Lynn Rainard for more information about the sub-committees	

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

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