TCC Governance Committee Minutes Online Learning Committee

Date: 03/18/2016
Meeting Time: 10:30 am
Location: 2610 – Martin building, Norfolk campus

In attendance:
Chair – Sarah DiCalogero
Chesapeake – Paul English
Norfolk – Cameron Russell, Joe Joyner, Suki Tooley, Lotlamoreng Mosiane (Gilbert)
Portsmouth –
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 Meshea Moore)
Ex-Officio, PAPC Appointee – Virginia Zillges

Absent:
Chesapeake –Jeannie Taylor
Portsmouth – Bill Conner
Student Representative – Position has not been filled

I. **Call to order**
   10:30 am by Ané Pearman

II. **Guest Speaker**
   a. Curtis Aasen, Director of Institutional Effectiveness – Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
      i. Ten-Year Accreditation Reaffirmation
      ii. Site Visit: October 17-20, 2016
   b. Lynette Hauser, Assessment Team Member on QEP – Progressive Academic & Career Experience (PACE)
      i. QEP, Steering Committee (6 teams)
      ii. PACE is the "theme" for future quality enhancement on student learning

III. **Minutes**
   a. Add Debbie to Template committee
   b. Minutes were approved, seconded, unanimous

IV. **Reports**
   a. Chair Reports
      i. Student Verification Proposal
         1. Feedback provided, and changes made during meeting
      ii. Syllabus Outline for Interactive Syllabus
         1. Sarah and Virginia met with Kellie and John about proposed outline
         2. Modifications to proposed outline were captured in Google Docs

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

iii. Fully Online Degrees – did not discuss

V.   Discussion Topics
    a. Best Practices Committee Report (Cameron)
        i. Developed categories for best practices
            1. Institutional Policies
            2. Course Design and Blackboard Management
            3. Pedagogy
            4. Educational Technology
            5. Online Faculty
    b. Ané has uploaded documents on standardized best practices under "Reports" on the OLC Bb organization

VI.   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)

VII.   Announcements
    a. Starting this summer, Learning Technologies will make courses unavailable on Bb before the start of a new semester
    b. Marsha made Bb Orientation survey available on the Bb Org Site under Discussions
    c. Next meeting on April 15 at 10:30am in Martin 2601
    d. Action items were reiterated (see table below)

Responsible Party	Action Item	Due Date
Ané Pearman	Wordsmithing attendance policy to send out to committee members	Before next OLC mtg.
Sarah DiCalogero	Make syllabus outline available to committee members	Before next OLC mtg.
Marsha Jurewicz	Send out Bb Orientation Survey to committee members	Before next OLC mtg.

VIII.   Adjournment
    a. Unanimous voice vote to adjourn the meeting at 12:45PM

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