TCC Governance Committee Minutes Online Learning Committee

Date: 05/20/2016
Meeting Time: 10:30 am
Location: 2504 – Martin building, Norfolk campus

In attendance:
Chair – Sarah DiCalogero
Chesapeake – Jeannie Taylor, Matthew Watts, Paul English
Norfolk – Cameron Russell, Joe Joyner, Lotlamoreng Mosiane (Gilbert)
Portsmouth – Bill Connor
Virginia Beach – Stephanie Fair
Student Representative - ?
Dean Representative – Jim Perkinson
Center for eLearning – Marsha Jurewicz
Ex-Officio, PAPC Appointee – Virginia Zillges

Absent:
???

I. **Call to order**
   10:30 am by Sarah DiCalogero

II. **Minutes**
   a. Minutes were approved, seconded, unanimous

III. **Reports**
   a. Chair Reports
      i. Introduction of New Member(s): Stephanie Fair - Librarian

IV. **Discussion Topics**
   a. Blackboard Template
      i. Proposed changes to the template will be discussed and presented at the Sept meeting, but a "sample" exists and is being piloted to students this summer by Ané Pearman.
   b. OLC Blog
      i. The "Best Practices" session for the Learning Institute will be advertised in the PLC Blog.
   c. FDEP/QMPR
      i. Jeanne explained proposed changes to the FDEP online evaluation checklist and protocol. The committee voted (by majority win) and approved the drafted language stating that Deans will have access to Bb shells during the evaluation process; deans must alert the faculty member prior to entering the course. The committee rejected two other propositions to change language to:
         • Dean and Faculty member "negotiate" whether or not the Dean shall enter a course in Bb
         • Deans will only be granted student access to courses.

Meeting Notes taken by Marsha Jurewicz, Secretary

V.   Other Subcommittees Reports (No reports for this meeting)
   a. Subcommittees are as follows
      i. Orientation for Online Learning
      ii. Interactive Syllabus
      iii. Authentication
      iv. FDEP/QMPR
      v. Template
      vi. Establish Best Practices

VI.   Announcements
   a. Next meeting on Sept 15 at 10:30am. Location TBD
   b. Action items were reiterated (see table below)

Responsible Party	Action Item	Due Date
Virginia Zillges	Include Learning Institute "Best Practices" session info in the OLC Blog	Prior to Learning Institute

VII.   Adjournment
   a. Unanimous voice vote to adjourn the meeting at 12:33PM

Meeting Notes taken by Marsha Jurewicz, Secretary