

**TCC Governance Committee Minutes**  
**Online Learning Committee**

**Date:** 11/21/2014

**Time:** 11:28 am

**Location:** online via Blackboard Collaborate

**In attendance:**

Chesapeake – Jeannie Taylor and Paul English  
Portsmouth faculty – Geraldine Wright  
Virginia Beach – Ané Pearman  
Norfolk faculty campus & Chair - Sarah Dicalogero  
One representative from the Center for eLearning – Lynn Rainard  
One counselor or librarian elected college-wide – Jacque Dessino  
Ex Officio, PAPC Appointee – – Deborah Edson  
Dean of Center for eLearning PAPC Appointee – Virginia Zillges  
Norfolk faculty – Joe Joyner

**Guests:**

Norfolk faculty – Julie Arnold  
Guest – VB Faculty - Michele Marits

**Absent:**

Student representative –  
Dean of Students –  
Norfolk faculty – Joe Joyner  
One academic dean representative from any campus – Jim Perkinson  
One representative from the Department of Learning Technology Applications – Matthew Blanchard  
Portsmouth – David Green

**I. Call to order**

11:28 am by Sarah Dicalogero

**II. Guest speakers**

**III. Minutes**

- A. Revision of Minutes from 10/21 meeting
1. Motion: Debbie - OLC accept report of subcommittee regarding 100 QM reviews in an academic year.
  2. Motion: Debbie E, Second: Ane P – revised minutes be approved.
  2. Approved by unanimous voice vote.

**IV. Reports**

- A. Officer Reports:
1. Chair - Sarah DiCalogero - charges:
    - a. We have a way to complete 100 QM surveys
  2. Secretary – Ane Pearman – nothing to report

**V. Open business**

- A. Sarah – Bb template survey -
1. Discussion of changing the survey -

2. Question: Debbie – simplify survey
  3. Via group discussion, the OLC corporately decided upon two questions
    - a. Do you use the Bb template?
    - b. How would you change the template to ensure ease of navigation and/or ease of facilitating student learning?
- B. Magna Commons – Michele and Debbie: there’s a code for everyone listed on our main Bb page
- C. Subcommittee – Student Orientation
1. Subcomm submitted suggestions to committee and Office of Elearning
  2. Michele - Atomic learning has an orientation that can be included into Bb. Must be renewed each semester.
  3. Ane’ – we heavily support students having an orientation to facilitate their online learning
- D. Ginger – OLC Blog – partner with Office of Elearning
1. Motion: Ane – Assume Gerry’s suggestion to have a blog for OLC to communicate with TCC community?  
Second - Paul
  2. Motion: Jeannie -partner with OEL to post on their blog  
Second – Lynn
  3. Jeannie - what do we submit to blog?
  4. Ginger – submit OLC blog info me and my office will get it posted via Kim.
- E. Sarah – dynamic syllabus suggestions. OLC may be asked to spearhead initiative for a dynamic syllabus.
1. Paul – what is difference in static VS dynamic syllabus
  2. Ginger - need an option to print entire document
  3. Ginger - consider I Incurr policy issues
  4. Lynn – must keep document ADA compliant
  5. Sarah – discussed ease of navigation benefits
- F. Suggestion from Ginger:
1. Request for a list of “open” action items and a list of responsible parties – Ané will include below under heading Action Items

## VII. New Business

## VIII. Future Business/ Action Items

A. Continue discussion of dynamic syllabus

### B. Action Items:

1. Vote (Quorum required)- Does the OLC support an Online Student Orientation?
2. OLC blog – Who will start first post? When?

### 3. Bb template survey –

#### a. OLC decided upon two questions:

1). Do you use the Bb template?

2.) How would you change the template to ensure ease of navigation and/or ease of facilitating student learning?

#### b. What is process to distribute survey to all online and hybrid teaching faculty?

#### c. Who is responsible to distribute survey?

#### d. When will it be distributed?

#### e. Who is responsible to process feedback and report findings to OLC?

**VIII.** Next meeting - 1/16/2015 10 am via WebEx or other online solutions for some future meetings.

All Spring 2015 meetings will be held the 3<sup>rd</sup> Friday of each month @ 10:00am unless otherwise noted.

### **IX. Adjournment**

Lynn moves, Gerry seconds - unanimous voice vote approving

Meeting adjourns at 12:25pm

Minutes Submitted by Ané Pearman, Secretary and Lynn Reynolds.