

TCC Governance Committee Minutes
Online Learning Committee

Date: 10/14/2014

Time: 10:06 am

Location: Center for E-Learning conference room, 5th floor – Martin building, Norfolk campus

In attendance:

Chesapeake – Jeannie Taylor and Paul English
Portsmouth – David Green
Portsmouth faculty – Geraldine Wright
Virginia Beach – Ané Pearman
Norfolk faculty – Joe Joyner
Norfolk faculty campus & Chair - Sarah Dicalogero
One academic dean representative from any campus – Jim Perkinson
One representative from the Center for eLearning – Lynn Rainard
One representative from the Department of Learning Technology Applications – Matthew Blanchard
One counselor or librarian elected college-wide – Jacque Dessino

Guests:

Norfolk faculty – Julie Arnold

Absent:

Student representative –
Ex Officio, PAPC Appointee – – Deborah Edson
Virginia Beach – Jack Hollinger
Dean of Center for eLearning PAPC Appointee – Virginia Zillges
Dean of Students –

I. Call to order

10:05 am by Sarah Dicalogero

II. Guest speakers

A. Online Proctoring – Iris Wang

III. Minutes

- A. Minutes from 9/19 meeting
1. Minutes revised
 2. Motion: Matt Blanchard, Second: Jeannie Taylor - those minutes be approved.
 2. Approved by unanimous voice vote.

IV. Reports

- A. Officer Reports:
1. Chair - Sarah DiCalogero -read the charges from Dr. DeMarte.
 2. Secretary – Ane Pearman – nothing to report

V. Open business

A. Geraldine Wright – Subcommittee Report –A, B & C Agenda - TRAININGS

1. With Debra Edson – Fac Dev Training sessions – basic skills training in Blackboard for online profs

2. Training needed: Respondus test generator, embed videos, Bubble.us – mindmaps, audacity, wikis, blogs, chats, journals, Bb IM, pop ups, softchalk (not supported) & presentation software (prezis - not supported by TCC due to ownership rules). Jacque recommends embedding library resources into Bb.
3. Dave Hodge – recommended using Audacity – for voice embedding
4. Subcommittee requests a vote to create trainings for faculty in Batten Lab -
5. Motion: Lynn Rainard, second – Jacque Dessino

B. Geraldine Wright – Subcommittee Report –A, B & C Agenda – Student Orientation Survey

1. Debra Edsen – suggests changing questions 5 & 6. Limit to 4-5 questions.
2. Suggests bimonthly survey - fewer questions = best practices.

C. Jim Perkinson -

1. Recommend hybrid professors requiring certification for using any online teaching
2. New state requirement for by 1/15/15.
3. Lynn recommends QM course as an option “how to design a blended/hybrid course”
4. Motion: Jacque – Ane Pearman - second

D. Lynn – Subcommittee D – Agenda

1. Addendums included for subcommittee report
2. Motion: Paul English, second Joe Joyner - motion carried without dissent.

E. Online Proctoring/Student Authentication – Iris Wang

1. Dr DeMarte – supports proctoring exams. Proctored exams represent a tool requested by some TCC faculty
2. Elearning – student authentication is required for online learning.
3. SACS & higher ed act 2008 = need proctored assessments in online learning
4. Sarah – faculty should have academic freedom regarding proctored assessments
5. We need to appropriate efficient tools
6. Ane – we have to implement across the board - inseat and online regarding verification of student identity
 - a. ADDENDUM submitted by Lynn: Federal Requirement 4.8.1
 - b. 15. An institution that offers distance or correspondence education documents each of the following: (Federal Requirement 4.8)
 - c. 4.8.1 Demonstrates that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit by verifying the identity of a student who

participates in class or coursework by using, at the option of the institution, methods such as (a) a secure login and pass code, (b) proctored examinations, or (c) new or other technologies and practices that are effective in verifying student identification.

- d. Authentication is the issue, proctored exams is one method of addressing the issue, not the only method. There is no discussion that all faculty must have proctored but institutions that require accreditation are looking at “(b) proctored examinations, or (c) new or other technologies and practices that are effective in verifying student identification.” Concept initially introduced by the Online Quality Assurance Taskforce.

7. AAUP – 1943 – definition of “academic freedom” regarding type of proctored assessment.

- e. The AAUP noting that academic freedom has not reference assessments scheduling or proctoring as an academic freedom issue.
- f. Academic freedom is a content issue.

8. Iris: 6/6 -7/29 – testing Proctor U – 26 exams, 10 courses, 5 instructors

- g. Instructor Feedback – very satisfied with PU
- h. Requirement for minimum # of exams – none
- i. Scheduled availability – 24/7
- j. Ease of use for students
 - 1.) Software Secure/Remote Proctor Now – students do -- \$15 exam, no length requirement. No live proctors.
 - 2.) PU - has live proctors to help students with exam - \$8.75 - \$42.50 based upon length of exam. Appt 72 hours advance, change flat scheduling cost. Under 72 hours, \$5 convenience fee added. \$8.75 to do it now.
- k. Jeannie – PU – range of cost - based on time?
- l. Matt – would service agreement lower cost? Ask for cost of institutional agreement.
- m. Sarah - Benefit to TCC for either company - no \$ back for using service.
- n. Ane – recommend making a list of “optional” proctoring ideas for online assessments
- o. Sarah – requests of Iris regarding full list of pricing and a summary of Proctor U information sent to Sarah who will share with all OLC faculty. Requests Lynn send committee literature explaining federal regulations so committee can share with peers. Estimates 100 new fed regulations coming.**
- p. Geraldine – recommends flat fee added into student fees,
- q. Lynn – NOT a requirement, merely an option for students who cannot find alternative proctoring decision.
- r. Recommendation - next meeting post committee review

F. David & Matt - B on Agenda -Coordinate E Learning in Batten Center

1. Lynn teaching – addendum document with minutes
2. David – does college community know the Batten Center web site exists and gets use? Suggests better use and promotion of Batten Website for greater use of services.
3. Matt – Panopto trainings available

G. Jeannie - Bb survey – 5 on agenda

1. Sent again to C. Aasen. Suggested sending Bb template survey with Bb survey.
2. Curt suggested put survey online and send email with attachment of Bb survey – asks Sarah to send survey and email.
3. Paul – printed copy doesn't read clearly. Need revision of questions for formatting issues. Suggests further refining of survey prior to distribution.
4. Jeannie – questions suggested to revise -- 2,3,5, 6, 8,9.
5. Sarah – suggests put into Google document, share with committee and track changes.
6. Suggestion – make comments to vote on survey next meeting
- 7. Sarah – will share document via google docs so that everyone can vote, suggest and share**

VII. New Business

- A. David Green – seeking QM approval for a course to use as a master course for adjuncts.
 1. VCCS has set a precedence for compensating for creating master courses
 2. Sarah – sent VCCS master course document. Suggests creating a procedure for compensation for creation of master courses.
- B. Lynn - QM added privacy statement for QM 6.5 added to template under Student Services/Technology
 1. Lynn should notify campus via Elearning website & blog regarding changes to Bb.
 2. David Hodge has a one page training how to roll over your course.
 - 3. Sarah – will request a copy to share of Dave Hodge's roll over Bb one page training**

VIII. Next meeting - Nov 21 via 10 am WebEx or other online solutions for some future meetings

IX. Adjournment

Jim Perkins moves, Jeannie Taylor seconds - unanimous voice vote approving
Meeting adjourns at 11:41am.

Minutes Submitted by Ané Pearman, Secretary