TCC Governance Committee Minutes Online Learning Committee

Date: 10/16/2015
Meeting Time: 10:30 am
Location: 2610 – Martin building, Norfolk campus

In attendance:
Chesapeake – Jeannie Taylor
Portsmouth – Bill Conner, Gerry Wright
Norfolk – Sarah DiCalogero, Cameron Russell, Joe Joyner
Virginia Beach – Deborah Edson, Ané Pearman, Michele Marits
Dean Representative – Jim Perkinson
Center for eLearning – Marsha Jurewicz (and designee Amanda Goldstein)
Department of Learning Technologies – Iris Wang
Librarian/Counselor – Jacque Dessino
Dean of Student Services – Emanuel Chestnut
Ex-Officio, PAPC Appointee – Virginia Zillges

Guests:
Department of Learning Technologies – John Morea

Absent:
Norfolk – Suki Tooley
Chesapeake – Paul English
Student Representative – Morgan Bend

I. **Call to order**
   10:36 am by Sarah DiCalogero

II. **Guest speakers**
   a. John Morea with Iris Wang – Presentation on Blackboard Orientation
      i. The Blackboard Orientation focuses on basic success skills with a focus on general student needs for online and f2f. This orientation Bb site will remain a separate site for easy updating and can be linked to from within other Bb course sites. The orientation includes Computer Literacy Basics plus modules on navigation, announcements, syllabus, communication, assignments, and grades. Each module includes instructions, learning objectives, videos and accompanying documents, and support links. The videos are contained within the bb site to avoid broken links.
      ii. There was a request for OLC to check the language within the Bb site and to make recommendations.
         1. Iris will give OLC members viewing rights to provide feedback, and decisions about the Syllabus tab need to be made by Nov. 1st.
      iii. John shared an idea from administration about testing student Bb competency before taking online course.
         1. The OLC needs to discuss this idea and make a recommendation
      iv. Sarah recommended adding Bb Collaborate to the module on Communication.
      v. Ané recommended adding accessibility support services links.

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

1. John responded that this topic should live in a separate resource.
vi. There was clarification that the OLC's charge is to create a Bb generic orientation that is not specific to online learning.
1. Response was to include an online specific orientation to next year's charges.

III. **Minutes**
a. Changes to minutes from last meeting
i. Correction of date
ii. Correction of "Axiom" spelling
b. Minutes were approved, seconded, unanimous

IV. **Reports**
a. Office Reports
i. Chair (Sarah DiCalogero) presented the new charges.

V. **Open Business**
a. Discussion of new charges
i. In collaboration with Learning Technologies, the Center for eLearning, and the Student Success Committee, create a student orientation for online learning including its intended purpose and if it should be mandatory or optional.
1. Notes about Charge:
a. There needs to be clarification on whether there will be a separate orientation for online learning separate from the one presented at the beginning of the meeting, or if it will be an added module to the current orientation.
ii. In collaboration with Learning Technologies, review the capability and practicality of pushing "interactive" course syllabi into Blackboard course shells
1. Notes about Charge:
a. There was discussion that instructors would require the technical skills to personalize the appropriate areas of the interactive syllabus.
iii. In collaboration with OIS, by December 2015, review the use of Blackboard Collaborate to authenticate the identity of online students and to conduct office hours online; also identify other cost neutral (no new student fees or costs to the college) methods to authenticate student identity (e.g., testing centers for exams, use of other Bb functions).
1. Notes about Charge:
a. Bill discussed the risk of using only Bb Collaborate for authentication related to the SARA statement on integrity.
b. There are very few cost central options.
c. The phrase "In collaboration with OIS" was added to this charge.
iv. Review recruitment strategies from 2014-2015 in relation to the revised Faculty Evaluation Plan for faculty to participate in Quality Matters Peer Review (100 peer reviews targeted for 2015-2016)
1. Notes about Charge:
a. The word "targeted" in the parenthetical makes the number 100 a goal and not a commitment.

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  v. Review the current Blackboard course shell template and recommend revisions on how to ensure its use college-wide.
    1. Notes about Charge:
      a. There needs to be discussion on the policy surrounding the word "ensure" – there should be a policy that TCC faculty have to follow the template and the template needs to be revised/reviewed every few years.
  vi. In collaboration with eLearning, establish a list of best practices for online teaching at TCC and recommend methods for implementation
    1. Notes about Charge:
      a. This charge was originally removed from the list of charges, but the committee votes to reinstate this charge for this year.
 b. All charges were voted upon and approved unanimously.

VI. Subcommittees for New Charges
 a. Subcommittees are as follows
  i. Orientation for Online Learning
    1. Ané
    2. Jim P.
    3. Iris
    4. Joe
    5. Ginger
  ii. Interactive Syllabus
    1. Iris
    2. Michele
    3. Joe
  iii. Authentication
    1. Bill
    2. Iris
    3. Debbie
    4. Sarah
    5. Jacque
    6. Gerry
  iv. FDEP/QMPR
    1. Jeannie
    2. Marsha
    3. Ginger
  v. Template
    1. Ané
    2. Gerry
    3. Marsha
    4. Sarah
  vi. Establish Best Practices
    1. Cameron
    2. Marsha

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3. Ginger

VII.   Process for Adding a New Committee Member
    a. Virginia is now a fully voting member for this year
        i. Request from Dr. DeMarte
            1. Add to bylaws that appointee from Dr. DeMarte's Academic Team as a committee member.
            2. This needs to be approved by the PAPC.

VIII.   Current Business
    a. SARA Action Item
        i. Debra mentioned that we needs to incorporate SARA language/requirements in the orientation.
    b. OLC/E-Learning Blog
        i. Marsha will add "blog" discussion board and a "cool tool" discussion board.
    c. OLC Blackboard
        i. Marsha will restructure/clean-up Bb organization site
        ii. Sarah will add the ability to subscribe to discussion board.

IX.   New Business
    a. Geraldine attended a webinar on Kaltura that is similar to VideoAnt. We can all share these resources/best practices.

X.   Announcements
    a. Next meeting is November 20th at 10:30AM in Martin 2610
    b. Action items were reiterated (see table below)

Responsible Party	Action Item	Due Date
Iris Wang	Send out link to Blackboard Student Orientation	Prior to Nov OLC mtg
OLC Members	Provide feedback on language and make recommendations for Bb Orientation	Prior to Nov OLC mtg
Joe Joyner/Sarah DiCalogero	Add to bylaws – appointee from Dr. DeMarte's academic team	Prior to next PAPC
Marsha Jurewicz	Clean-up Bb org site and add discussion boards	Prior to Nov OLC mtg
Sarah DiCalogero	Add subscribe ability to discussion boards	Prior to Nov OLC mtg

XI.   Adjournment
    a. Unanimous voice vote to adjourn the meeting at 12:25PM

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