TCC Governance Committee Minutes Online Learning Committee

Date: 10/13/2017
Meeting Time: 10:30 am
Location: Norfolk Campus, Martin Bldg, Room 2610

	In Attendance	Absent
Chair	Matthew Watts	
Chesapeake		Carolyn Satz
Norfolk	O. Jennifer Dixon-McKnight Shannon Ponack	
Portsmouth		Siabhon Harris
Virginia Beach	Susanne Rauch Katie Robinson (virtual)	
Faculty Professional Development	Marsha Jurewicz	
Learning Tech.	Iris Wang	
Student Services		Apple Tarves
Librarian/Counselor		Vacant
Dean Representative		Marcee Anderson
Student Rep.		Larry Hall
Ex-Officio	Cameron Russell	
PAPC	Michele Marits Bill Conner Forest Crock	
Administration	John Morea	
Guest	Amanda Goldstein Heather Brown	

I. **Call to order**
   a. 10:35 am by Matthew Watts

II. **Minutes**
   a. September, 2017, Minutes were approved, unanimously.
   b. Action Item:
      i. Request made to put the draft minutes on the TCC Governance Portal, in the OLC Blog for review before the meeting.

III. **Old Business**
   a. **Bylaws** approved by PAPC with changes (See Attachment 1)

   b. **Charges** have been finalized (See Attachment 2)

    c. Membership needs
        1. There are still vacancies for Portsmouth Faculty and Librarian/Counselor

    d. Governance Portal
      i. OLC members continue to access to the portal and use it for online communication.

    e. New Theme in Blackboard
      i. Blackboard Learn produced and the VCCS has implemented a new and optional "Blackboard 2016 Theme" that is designed to support mobile learning using the Blackboard Student App. Iris Wang of Learning Management System Services created a test course for OLC members to evaluate the theme. Committee members reported no problems using the theme, and commented that its implementation would be beneficial to students who use mobile devices to engage in coursework.

      ii. Susanne Rauch made a motion to implement the new 2016 Blackboard Theme in all TCC courses beginning the spring term. The motion was seconded by Joseph Reish, and then approved unanimously.

      iii. The OLC discussed a faculty request that asked for additional empty Learning Unit folders to be added to the TCC Blackboard Template. The current template includes 8 blank unit folders in the Template.

      iv. Susanne Rauch made a motion to add eight additional empty Learning Unit folders to the Spring TCC Blackboard Template with the caveat that these be unavailable in the course unless the course instructor makes the folder(s) available. Michele Marits seconded the motion, and then the OLC approved unanimously.

      v. Action Item:
        1. The request will be recommended to Dr. DeMarte to implement the 2016 Blackboard Theme in all TCC course in Spring 2018.
        2. The request to add eight additional empty Learning Unit folders to the Spring 2018 Template will be recommended to Dr. DeMarte.

IV. New Business
    a. Sub-Committees
      a. Student Identity Verification Subcommittee:
        i. Forrest Crock stated that the committee met **(need a date)** and the discussion focused on adding student pictures into SIS, purchasing Axiom for verification, and how much each instructor needed to weigh the student verification grade into the course grade.
        ii. Off campus proctoring requirements were discussed focusing on having information included in the syllabus and SIS for registration information, including any additional payment for proctoring services that may be required.

   iii. Off site publisher websites (such as Mindtap or Connect) were discussed in that they require another log in besides the TCC Blackboard log in. Was that acceptable as two forms of verification?

   iv. Action Item:
     1. Can TCC "expectations" or "pre-requisite" information about proctoring requirements, fees, etc. notated in the course registration notes in SIS?

  b. Online Review Subcommittee:

   i. Bill Conner discussed that he and Cameron have met with the Online Review Team as Faculty Senate Representatives for three meetings. We accomplished two sets of reviews both good courses and bad courses.

   ii. Bill and Cameron were to ask the College Faculty Senate to establish a complaint reporting system for faculty that feel that the review has led to problems with teaching online courses from their Deans.

   iii. The request for the complaint system was presented to the College Faculty Senate, at their meeting on October 5. It was not approved.

   iv. Discussion about the time line charge from the President to finish reviewing the data by the end of the Fall Semester. Marsh Jurewicz stated that there are only 32% of reviews that have been completed.

   v. Motion to have Cameron write an email to Dr. DeMarte to ask for the online course reviews to be completed by November 1, so that the OLC can complete the charge by the end of the academic year (Spring 2018). Seconded and passed, unanimously.

   vi. Action Item:
     1. Cameron will write an email to Dr. DeMarte to ask for the online course reviews to be completed by November 1, so that the OLC can complete the charge by the end of the academic year (Spring 2018).

IV. Adjournment

  a. Unanimous voice vote to adjourn the meeting at 12:30PM

Online Learning Committee Bylaws

I.Name: Online Learning Committee (OLC)

II. **Purpose:** To consider, discuss, and make recommendations regarding online instructional issues that advance the academic mission of the college. The committee will recommend policy and procedures related to broad academic initiatives to assist faculty in the delivery of quality, online instruction in order to improve online instruction and student learning online. This committee reports through the Executive Vice President for Academic and Student Affairs.

III. **Membership**
- Two (QM-certified) teaching faculty members elected from each campus by the faculty at each campus
- One counselor or librarian elected college-wide
- One student services dean from any campus
- One academic dean representative from any campus
- One representative from the Department of Learning Technologies
- One representative from the Department of Faculty Professional Development
- One student representative
- As many as three members appointed by the President's Advisory and Planning Council Chair (PAPC) to ensure that each campus has representation on the committee, considering appointments from centers as well.
- Past Chair (ex-officio)

A.   Each voting member of the committee elected by his/her constituency group shall serve a two-year term. Each member of the committee, with the exception of the student representative, must be under contract to TCC while serving on the committee. If a member should step down from the committee prior to the end of his or her term, a replacement shall be appointed by the committee Chair to serve out the remainder of the term. At the end of the term, the replacement will be eligible for election to serve a subsequent two-year term.

B.   Members may be re-elected or re-appointed in accordance with PAPC By-Laws.

IV. **Voting**
A.   All members of the OLC may vote. Members must be listed on the current membership list.

B.   Quorum - A quorum is a simple majority of the filled vacancies for voting members. A quorum is required for any votes on official business.

C.   All committee business shall be formally presented and voted on during regularly scheduled monthly meetings, provided a quorum is present. In the case of time-sensitive action items when a quorum is not present, the Chair may elect to call for a virtual vote by the full membership within three business days following the meeting. All actions taken based on the virtual vote will be binding provided the number of votes received constitutes a quorum.

V.   Election of Officers:

A.   OLC officers will be elected by the members of the committee.

B.   Elections of officers will be held in May.

C.   On June 1 of each year, the OLC officers shall begin their one-year term.

D.   The chair may serve up to two consecutive one-year terms if elected by the committee members.

VI.   Officers:

A.   The Chair shall:
1. Call regular meetings
2. Create an agenda for each meeting
3. Distribute agenda and draft minutes of previous meeting electronically to all committee members prior to each scheduled meeting
4. Preside over meetings. In the absence of the Chair, the Chair shall designate a committee member to preside.
5. Attend PAPC meetings
6. Provide reports, including a mid-year report (January) and an end-of-year (May) report, to the PAPC in accordance with the Governance Timeline.
7. Provide the Vice President for Academic Affairs & Chief Academic Officer with reports and recommendations in a timely manner
8. Verify on a monthly basis that the committee's web postings are accurate and up-to-date
9. Report upcoming openings on the committee to the President's Advisory and Planning Council Chair by March 15.
10. Submit a complete roster of members for the upcoming year to the President's Advisory and Planning Council by April 15
11. Report the Chair-elect for the each academic year to the President's Advisory and Planning Council by May 1.
12. Meet with the Vice President for Academic Affairs & Chief Academic Officer upon appointment, between the time the charges are given and the next meeting, and after the end-of-year report is submitted.
13. Attend the Administrator's Work Day (August) session as the OLC representative
14. Report relevant information to OLC members from the President's Advisory and Planning Council
15. Keep an updated record of actions in process and completed by the OLC during the Chair's term

16. Review the previous year's minutes before August 1, and add all unfinished business to the agenda of first meeting of the academic year.
17. Upon end of a Chair's term, he or she will provide the incoming Chair with a current copy of the OLC Bylaws and all meeting minutes from the previous year, and all reports submitted to the PAPC.

B. The Vice Chair shall
1. Perform the duties of the Chair in the Chair's absence
2. Perform other official duties in consultation with the Chair.

C. The Secretary shall:
1. Take accurate minutes (including attendance records) of each committee meeting
2. Submit draft of minutes from the previous month to the committee Chair no less than 10 days prior to the meetings
3. Assist with verifying electronic posting of approved minutes
4. Arrange meeting space for all regular OLC meetings
5. Track membership rotation and report to the committee Chair before March 15
6. Perform other official duties in consultation with the Chair
7. Organize the elections for officers for the upcoming year.

VII. Meetings

A. The Online Learning Committee will meet between September and May on the third Friday of every month at 10 am unless otherwise specified.

B. Meetings will rotate campuses each month as feasible

C. All meetings are open. If, for any reason, the committee feels the need for a closed meeting, the committee Chair will give written notice of the request and the justification for the closed meeting to the Vice President for Academic Affairs & Chief Academic Officer at least three weeks prior to the proposed meeting. The Vice President for Academic Affairs & Chief Academic Officer should inform the committee Chair of his or her decision at least one week prior to the proposed meeting.

D. The Chair may call special or non-voting meetings on matters that may require further discussion at a time and a place agreed upon by the membership during a regularly scheduled meeting or via electronic means. Online Learning Committee subcommittees are free to hold meetings as they see fit - virtually or face-to-face.

E. Special or summer meetings will be held on an as needed basis with no less than two weeks' notification.

F. Committee meetings will be held face-to-face, but have an option to attend virtually as needed.

G. Virtual Meetings – While face-to-face meetings shall be the norm for the committee, because of the nature of the committee in deliberating online issues, virtual (online) meetings

may be called by the Chair as agreed upon at a regularly scheduled meeting. Agenda shall be distributed as defined above. The Secretary shall take attendance by a voice poll and take written minutes.

VIII.   Attendance
A.   Online Learning Committee members are expected to attend meetings, participate in discussions and tangibly contribute to carrying out the charge of the committee.

B.   The Chair shall be empowered to declare vacant the seat of any member who fails to attend more than three properly designated meetings per academic year. A replacement may be appointed by the committee Chair to serve out the remainder of the term.

C.   Represented groups may send designees as representatives only after notifying the chair in writing

IX.   Subcommittees:
A.   Standing Subcommittees may be created and officially charged by the OLC to address specific, ongoing issues. All standing committees must propose a set of Bylaws to be approved by the committee within 1 year upon being constituted.

B.   Ad Hoc Subcommittees may be established on an as needed basis by a vote of the OLC.

X.   Amendments:
A.   These Bylaws may be amended by a majority vote of the committee members. The Chair must disseminate to members copies of the proposed amendment and allow for discussion. Votes on changes will occur at the next regularly occurring meeting.

B.   If a Bylaws change vote passes, the Secretary and Chair will amend the Bylaws.

C.   The Chair will report the Bylaws change to the PAPC. The PAPC has the right to review Bylaws to ensure the integrity of the Governance Structure.

D.   If the PAPC does not reject the Bylaws amendment within 30 days, the Chair and Secretary will amend the Bylaws accordingly on the Online Learning Committee website.

XI.   The OLC as part of the general function of the TCC Governance Structure
A.   The OLC recognizes that its Bylaws must be in accordance with the Governance Structure.

B.   The OLC will review its Bylaws every even year.

Attachment 2

Final Charges for 2017-2018

- Review and recommend any revisions to policies, procedures, plans, and/or other relevant documents that are germane to the purpose of the Online Learning Committee; assist in drafting new policy and procedures, if needed.
  - Review the results of the online course review and recommend a plan of action based on the results. Review and recommend the TCC Standards for Quality Online Teaching.
  - Review and recommend any revisions to the TCC Blackboard Template.
  - Work with Learning Technologies to develop a comprehensive online student identity verification initiative which may include proctoring. In collaboration with the Instruction Committee, recommend revisions to the TCC official course syllabi to include proctoring and student identity verification procedures for online courses.
  - Review and recommend any revisions to the online student orientation in Blackboard.
- Increase faculty awareness and access of any changes with the above policies, procedures, and plans.
- Determine the committee's role in advancing Guided Pathways.
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