<div align="center">**TCC Governance Committee Minutes**
Online Learning Committee</div>

Date: 9/19/2014
Time: 10:00 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
  One academic dean representative from any campus – Jim Perkinson
  One representative from the Center for eLearning – Lynn Rainard
  Dean of Center for eLearning PAPC Appointee – Virginia Zilges
  One representative from the Department of Learning Technology Applications – Matthew Blanchard
  Norfolk campus- Sarah Dicalogero
  Dean of Students – Raphael Turner
  Ex Officio, PAPC Appointee – – Deborah Edson

Guests:
  Michele Marits – faculty, VB campus,

Absent:
  Student representative – **Jill Hauer**
  One counselor or librarian elected college-wide – Jacque Dessino
  One academic dean representative from any campus – Jim Perkinson
  Virginia Beach – Jack Hollinger
  Virginia Beach – Ané Pearman – with Tradium exchange students
  Dean of Students – Raphael Turner
  Joe Joyner – Norfolk

I.   **Call to order**
         10:05 am by Sarah Dicalogero
II.   **Guest speakers**
         A. N/A

III.   **Minutes**
         A. Minutes from 4/14 meeting
               1.   Minutes revised
               2.   **Motion: Jeannie Taylor, Second: Ginger Zillges- 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.   Representation on the committees are noted below.
                     a)   Develop an eLearning faculty survey to determine baseline professional development and the support
                           needs of faculty who teach hybrid and online.
                           Geraldine and Michelle

    b) Coordinate offering eLearning professional development/training sessions in the Batten Centers including but not limited to: faculty presenters, presenters (internal and external), eLearning administrative faculty, and sharing information via presentations or video from conferences. David and Matt

    c) Recommend training/professional development requirements for faculty who teach hybrid courses Jim Perkinson (will check on state policy)

    d) Determine a plan that results in 100 new QM peer reviews by June 30, 2015. Lynn, Paul, Ginger, Michelle

    e) Reassess the best solution for online proctoring including suggestions for a seamless experience for faculty and students with stringent authentication requirements. <u>Ginger</u>- Iris Wang can present at the next meeting

3. Charges leftover from last year will be addressed this year as well. Joe Joyner, last year's chair gave an update regarding status of each

V.   Open business

    A.   Bb Survey

        1.   Clarification on surveys- there is one from last year that didn't go out. Jeannie will disseminate.

        2.   New survey will solicit feedback from faculty on professional developments needs of faculty who teach hybrid and online and perhaps solicit feedback for changes relating to the template.

    B.   Elections- a call will need to go out for new members. Sarah will check with Mark (?) on the PAPC.

        1.   Group A - OLC Members whose replacements will be elected/appointed in Spring 2014 and whose terms will be academic years 2014 – 2016.

        2.   Group A members continue serving through the end of academic year 2014 – 2015.

        3.   Faculty (elected)

            Chesapeake 1 (incumbent - Jeanie Taylor)

            Norfolk 1 (incumbent - Sarah DiCalogero)

            Portsmouth 1 (incumbent - David Green)

            Virginia Beach 1 (incumbent - Jack Hollinger)

            One academic dean representative from any campus (incumbent - Jim Perkinson)

            One representative from the Department of Learning Technology Applications (incumbent – Matt Blanchard)

            One student representative (incumbent - Jill Hauer)

            PAPC appointees - TBD

        4.   Group B - OLC Members whose replacements will be elected/appointed in Spring 2015 and whose terms will be academic years 2015 – 2017. Group B members continue serving through the end of academic year 2014 – 2015.

        5.   Faculty (elected)

Chesapeake 2 (incumbent - Paul English)

Norfolk 2 (incumbent -Joe Joyner)

Portsmouth 2 (incumbent - Geraldine Wright)

Virginia Beach 2 (incumbent - Andrea Pearman)

One counselor or librarian elected college-wide (incumbent - Jacquelyn Dessino)

One student services dean from any campus (incumbent - empty; Dr. Turner resigned)

One representative from the Center for eLearning (incumbent -Lynn Rainard)

PAPC appointees – TBD.

6.   The OLC voted to remove the need for one student services dean from any campus as it is not necessary and one dean is already on the committee.

7.   New members will be needed from each campus.

C.   Bb Template Refinement was discussed including idea for an interactive syllabus and to refine   Start here to be more logical & consistent.

1.   Debbie stressed that redundancy can be helpful. Training will be required for an interactive syllabus.

2.   Geraldine mentioned that her dean instructed her not to put links in the syllabus. It should be printable for students. Plus, the grading information should be available in various places

3.   Debbie asked if perhaps Dave Hodge could create an interactive syllabus for those who want it.

4.   Matt suggested pointing faculty to I-incurr.

5.   Debbie warned to be careful of changing the syllabus template too much. There will be faculty resistance. Paul agreed.

D.   Online Faculty Email

1.   Sarah will get list from Ken Ballard in OIS for online faculty who taught in the last three semesters.

2.   Geraldine suggested a tip of the month go out to faculty from the OLC. Ginger said it could be a blog and eLearning can provide a template.

3.   Some members thought maybe it should go by email because everyone may not subscribe.

E.   Bb Upgrades

1.   Sarah is going to contact TCC ELET representative, Tim Jaicox about the Bb upgrades being untimely and without fair warning.

2.   Debbie mentioned that the scheduling has a lot to do with when Bb can manage them.

F.   **TCC QM Peer Reviewers**

1.   Lynn reported that under 30% of the participants did the upgrade training on the new rubric so it will be difficult to put teams together.

2.   We may need to get master reviewers (from Bb?) to review the courses but we still need to vote on a selection process for which courses will be selected.

VI.Next meeting - left open for poll -Will consider WebEx or other online solutions for some future meetings

VII.Adjournment
Paul English moves, Lynn Rainard seconds - unanimous voice vote approving
Meeting adjourns at 11:15am.

Minute notes taken by Ginger Zillges.
Minutes Submitted by Ané Pearman, Secretary