

## TCC Governance Committee Minutes Online Learning Committee

Date: 09/16/2016

Meeting Time: 10:30 am

Location: 2610 – Martin building, Norfolk campus

	In Attendance	Absent
Chair		Cameron Russell
Chesapeake	Matthew Watts	
Norfolk		Sarah DiCalogero Lotlamoreng Mosiane (Gilbert)
Portsmouth	Bill Conner Siabhon Harris	
Virginia Beach	Frank Futyma Michele Marits	Susanne Rauch
eLearning	Marsha Jurewicz (Amanda Goldstein)	
Learning Tech.	Iris Wang	
Student Services		Emanuel Chestnut
Librarian/Counselor		Stephanie Fair
Dean Representative		Jim Perkinson
Student Rep.		
Ex-Officio		Sarah DiCalogero
PAPC		Suki Tooley
Administration	Virginia Zillges	

- I. **Call to order**  
10:45 am by Virginia Zillges
  
- II. **Blackboard Organization Site for OLC**
  - a. Discussion forums are now divided by subcommittees
  - b. Action Item: Virginia will add groups to the Bb Org Site and an Archives menu item
  
- III. **Minutes**
  - a. Action Item: Amanda needs to update who was in attendance/absent at the last meeting
  - b. Minutes were approved, seconded, unanimous
  
- IV. **New Business**
  - a. Dr. Daniel DeMarte's Charges for the OLC
    - i. Review and recommend any revisions to policies, procedures, plans or other relevant documents that are germane to the purpose of the Online Learning Committee; assist drafting new policy and procedures, if needed.
    - ii. Review the current Blackboard course shell template and recommend revisions and how to ensure its use college-wide.
    - iii. In collaboration with the Center for eLearning establish a list of best practices for online teaching at Tidewater Community College.
    - iv. Determine the committee's role in advancing SEM and Guided Pathways.

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

1. Request to reserve this charge for the Chair, and to not form a subcommittee because the individual OLC members are not in the “know” about current TCC progress.
2. Need clarification on OLC’s role for this charge. Action Item: Cameron/Virginia.
- v. Review the 9 Online Programs for QM Certification and standards.
  1. Need clarification on OLC’s role for this charge. Action Item: Cameron/Virginia.
- b. Accessibility/Universal Design
  - i. Need for discussion on this topic and make recommendations.
  - ii. Refer to proposed sub-committees below.
- c. Sharing of Online Courses
  - i. Need for discussion on this topic and make recommendations.
  - ii. Refer to proposed sub-committees below.

**V. Proposed Sub-committees**

- a. Blackboard Template
  - i. Chair:
  - ii. Members: Siabhon Harris, Virginia Zillges
- b. OLC’s Role in SEM and Guided Pathways
  - i. Request for Chair to take on this topic, and to not form a sub-committee.
- c. 9 Online Programs (Policy drafting)
  - i. Chair:
  - ii. Members: Bill Conner, Marsha Jurewicz, Virginia Zillges
- d. FDEP – form needs to be ready by November for Faculty Senate for approval
  - i. Request for this not to be a sub-committee. OLC voted and approved final recommendations May 2016. May 2016, Jeanne Taylor mentioned that she would continue this effort forward with the Faculty Senate.
- e. Best Practices
  - i. Co-Chairs: Michele Marits, Susanne Rauch
  - ii. Members: Frank Futyma, Iris Wang, Virginia Zillges
- f. Accessibility/Universal Design
  - i. Chair: Matthew Watts
  - ii. Members: Virginia Zillges
- g. Sharing of Online Courses
  - i. Chair:
  - ii. Members:

**VI. Old Business**

- a. FDEP
  - i. The Online Classroom Observation form was not submitted to the Faculty Senate, and they have already approved the new revisions for 2016-17. The OLC voted and approved recommended changes during the last OLC May 2016 meeting.

b. Best Practices

- i. Best practices held sessions at the Learning Institute in May, 2016. These sessions were very successful and led to a number of practices to incorporate into TCC Best Practices.
- ii. Need to work on building our Best Practices website including online faculty highlights.
- iii. Refer to proposed sub-committees above.

**VII. Announcements**

- a. Next meeting on October 21 at 10:30am in Martin 2610
- b. Action items were reiterated (see table below)

Responsible Party	Action Item	Due Date
Virginia Zillges	Add groups and Archives menu item to the Bb org site	Prior to next OLC mtg.
Amanda Goldstein	Update previous minutes with absentees	Friday, 9/16
Marsha Jurewicz	Provide 9 online program data to committee	At next OLC mtg.
Cameron Russell/ Virginia Zillges	Need clarification on 9 online programs charge and SEM/Guided Pathways charge	Prior to next OLC mtg.
Virginia Zillges	Research SARA-NC statement on accessibility	Prior to next OLC mtg.
Bill Conner	Reach out to Student Federation/Association for a Student Representative (Contact Ron Gray)	Prior to next OLC mtg.
Virginia Zillges	Discuss with Chair/Ex-Officio about list of members and any empty holes (Chesapeake, possibly Dean) and identify new members	Prior to next OLC mtg.

**VIII. Adjournment**

- a. Unanimous voice vote to adjourn the meeting at 12:34PM