TMCC
Truckee Meadows Community College

Faculty Senate WebCollege Faculty Advisory Committee

MEETING MINUTES FEB. 10, 2023

11-12 p.m. via Zoom

Meeting called to order at: 11:00 a.m.

In attendance: Brian Addington, Lisa Buehler, Tom Cardoza, Vanina Coudriet, Jencie Davies, Robin Griffin, Blisin Hestiyas (Chair), Dan Hooper, Beth Humphrey, Tim Ill, Lars Jensen, Minsung Jung, Sarah Krutz, James Kuzhippala, Rebecca McCleary, Nancy O'Neal, Ted Owens, Rebecca Porter, Craig Rodrigue, Phil Smilanick

Absent: Elena Atanasiu, Candace Garlock, Tommie Guy, Julie Kauffman, Alex Orejel Oliva, Corina Weidinger, Roza Weller, Rachel Wooley

Guests: Amber Anaya

Approval of December 2, 2022 Minutes

Robin Griffin moved and Craig Rodrigue seconded to approve the WebCollege Faculty Advisory Committee Minutes for December 2, 2022. The committee approved the minutes.

WebCollege Update

A new Instructional Designer in the WebCollege has been hired.

Canvas LMS: Online Course Access and Class Visits

The committee reviewed the proposed procedure for online class visits.

Online Course Access and Class Visits

COURSE ACCESS

(i) Other than the instructor of record, the LMS administrator, and the LMS support staff, no other member of faculty, staff, or administration shall be given account/sub-account level access to a course. Account/sub-account level access already granted to any other party must be terminated by 5/15/23.

(ii) The LMS administrator and LMS support staff may not use their account/sub-account level privileges to service requests from the administration on information pertaining to an individual course or an individual instructor.

SCHEDULED CLASS VISITS

(i) Staff, administrators, and other faculty intending to access a class or to add another person must channel the request through the instructor of record or the department chair.

(ii) The appropriate Teaching Evaluation form should be used whenever a Scheduled Class visit is for the purpose of evaluating the instructor.

UNSCHEDULED CLASS VISITS

(i) Per the TMCC-NFA Contract, Section 12.5.4, unscheduled class visits may be conducted in extraordinary circumstances in response to concerns or complaints of a serious nature.

(ii) The unscheduled visit must be conducted by the immediate supervisor of the faculty member.

(iii) Requests for access should be routed through the Department Chair or the instructor of record. The supervisor will only be granted course-level access to the course or courses to which the extraordinary circumstances pertain. Account/sub-account level access shall not be granted.

(iv) Before an unscheduled visit, the TMCC-NFA President shall be notified of any person who has been granted access to the course and the time and date of that access.

It was moved (unable to decipher who moved from the meeting chat) and seconded by Rebecca McCleary to approve the proposed procedure for online class visits. The motion passed with 12 ayes and 5 abstentions.

Quick Demo (pdf) – Lars

Lars provided a demonstration of pdfarranger, an open-source software program for pdf documents where the user may arrange, split, merge and insert graphics into their pdf documents.

New Business

A committee member asked how to email past classes in Canvas. This was a function he was previously able to do. Sarah Krutz reported an internal ticket has been made to Canvas. She will report the outcome of the service ticket.

The committee will review the Faculty Senate Bylaws pertaining to the committee.

Recommended technologies and ideas to discuss with the Technology Committee are BARD, a Google AI program, a current update of what's happening with AI, discussion of AI such as a public forum or a professional development workshop, and workshops for Pack Back.

Tom Cardoza requested committee members to email him if they are interested in holding an AI forum.

Meeting adjourned: 11:55 a.m.

Next Meeting: March 10, 2023, 11a.m. – 12 noon, Zoom/SIER 117