

## MEETING MINUTES – 9/30/2016

Present: Crystal Swank, Bill Gallegos, Craig Rodrigue, Tim III, Brandy Scarnati, Thomas Kearns, Paul Davis, Susan Holly Gallup, James Phillips, Lisa Buehler

1. Minutes from Sept. 2, 2016 meeting were approved.
2. WebCollege Updates
  - a. Brandy reviewed issues related to third party software and a policy was discussed.
  - b. The committee reviewed and discussed the UDOIT universal design inspection tool.
  - c. The committee discussed how to promote the use of the faculty self-evaluation tool that was created last year.
3. Old Business
  - a. Brandy reported that the Faculty Senate is considering our request to be a standing committee and a proposal will be introduced before the end of the semester.
  - b. A question about multi-section online courses and QM was discussed. QM has a policy about this, which the committee reviewed. QM requires courses to maintain the majority of its components from QM certification to be used by another faculty member and still use the QM certification.
4. New Business
  - a. The committee reviewed the ADA Checklist for Course Accessibility and discussed questions about several items related to TMCC faculty and online courses.
  - b. The committee will not meet on December 16th.

### 2016-17 Meeting Schedule – Save the Dates

- Fall 2016
  - Sept. 30
  - Nov. 4
  - Dec. 16
- Spring 2017
  - Feb. 3
  - Mar. 10
  - April 14
  - May 12