

## MEETING MINUTES – 3/10/2017

**Present:** Crystal Swank, Julie Armbrrecht, Brandy Scarnati, Eddie Burke, Lisa Buehler, Amanda Sabiniano, Bill Gallegos, Craig Rodrigue, Candace Garlock, James Phillips, Tim III, Natalie Fisher

- Minutes from the Feb. 3, 2017 meeting were approved by consensus, with one correction.
- **WebCollege Updates**
  - UDOIT will be integrated into Canvas soon. The WC will be sending out more info later.
  - Faculty Self-Eval Tool - Brandy has been using this tool with a few faculty. They will be reviewed with faculty and then discussed and shared with dept. chairs. She is getting good feedback on the tool. This is also a good step leading to QM.
  - WC Newsletter – This is moving forward. Amanda has done some research on how other colleges are doing newsletters. The TMCC format will use a template and she will enter content. Topics include QM, updates, committee ideas, best practices, director's corner, recognition, professional development. We don't want to duplicate information that would be on the listserv. The newsletter will go out twice per semester. The first draft is done and will be going out at the end of April. Crystal and Julie will work with Amanda to provide content from the WCFAC. Links will be added to the website for faculty recognition and other full articles.
  - The Delivering Effective Online Courses training, part 1 starts April 3, we already have 14 people signed up. Crystal, Julie, and Brandy are working on a part 2 for next fall.
  - The Faculty Senate approved the WCFAC as a recognized FS committee. There will need to be changes to the bylaws to reflect this. The committee will probably be official as of the fall. Chair needs to be at FS meetings to give reports.
- QM - Bus 117 has been submitted to QM, should be done this semester. NUR 212 is also in process, needed to make some revisions before approval.
- **New Business**
  - Using Canvas for Assessment – Candace Garlock shared the approach she has taken to using rubrics and outcomes in Canvas for assessing general education and art program SLOs. This could be very helpful to faculty in exporting data for CARs.

### Two Meetings Left – Save the Dates

- April 14