TMCC
Truckee Meadows Community College

Faculty Senate WebCollege Faculty Advisory Committee

MEETING MINUTES FOR DEC. 8, 2017

Meeting called to order at: 9:00 a.m.

In attendance: Brian Addington, Julie Armbrecht, Lisa Buehler, Jim Collier, Natalie Fisher, Hugh Fraser, Holly Gallup, Candace Garlock (chair), Bill Gallegos, Robin Griffin, James Kuzhippala, Craig Rodrigue, Tim Ill, Roza Weller, Wyatt Ziebell

Guests: Amber Anaya

Absent: Tamera Anderson, Eddy Burke, Paul Davis, Dan Hooper, Thomas Kearns, Nancy O'Neil, James Phillips, Amanda Sabiniano, Brandy Scarnati, Crystal Swank, Roza Weller

Approve minutes from October 6, 2017

Chair Candace Garlock called for a motion to approve the October 6, 2017 meeting minutes. There was a motion and a second by Natalie Fisher and Holly Gallup respectively. The minutes were approved unanimously.

WebCollege updates

Natalie Fisher provided an update. Presenters and those being recognized at the upcoming Institutional Technology Council (ITC) are Tamara Anderson, Gabriela Brochu, Brandy Scarnati and Candace Garlock. Tamara will be presenting on retention efforts at TMCC. Gabriella will be discussing her online Spanish program her experience in getting QM Certification and how that has helped her retention rates in her course. Brandy will be holding a roundtable discussion of the QM master template and how that will be incorporated into TMCC's online courses. Candace will be receiving recognition for her outstanding e-learning course ART 100. Natalie also discussed the QM class and template implementation and QM updates. Kathryn Mickey has received QM course approval for her MUS 121: Music Appreciation. In process are MATH 182 Bill Gallegos and HIST 101 John Reid. Eight faculty recently completed the QM Rubric course given on Nov. 3. Brandy and Julie presented a Delivering an Effective Online Course which 10 faculty completed.

QM Sub-committee update – Lisa Buehler, Chair

Lisa Buehler updated the committee on the Getting Started module for students. They have two formats the instructor can choose from and what the rules will be. The QM Subcommittee is also working on a syllabus format to alleviate student confusion on where to go. They will push the trial version to new instructors in order to collect instructor input. The subcommittee is also working to condense the content for a more streamlined user experience. Hugh Frasier asked if the subcommittee is also designing classes. Lisa said the subcommittee is working to create standardized content on how the class will work and a syllabus. They will not tell the instructor how to teach the course. The discussion circled around whether or not the subcommittee would create a standardized format that would be used throughout TMCC. There are many pros and cons to consider such as student ease in navigating online learning. If WebCollege goes forward with this another consideration is whether or not the WebCollege should create the whole class. That would be a lot of work. Also questioned was whether the instructor can delete the module. Lisa confirmed instructors can edit the module, but not delete. The discussion turned to the "To Do List" and the confusion created when students only check there for assignments and activities. It was noted that if a consistent look was maintained it can improve retention while the instructors can still add extra content that is specific to their class and/or how they teach. It was also recommended the instructors specify the student will need to use a desktop computer instead of cellphones or tablets when using Canvas. They often do not drill down far enough to find assignments. Brandy is looking into updates to Canvas that allow shutting off the "To Do List". The WebCollege Faculty Advisory Committee requested to view the template as a student and collaborate to fine tune the template. Lisa will speak to Brandy and get the template out for collaboration.

Review the Faculty Standards for Online Instruction webpage

The committee also reviewed the standards for online instruction and will continue to refine the text. Suggestions to add or revise the wording were to create more instructor presence in the online course (checking in more consistently), note common errors made in student assignments, and create a presence versus correspondence. Bill Gallegos described how he created discussions and solutions on classwork. Under student expectations clarify the process and dates for dropping students from a course. Also discussed was whether or not an assignment could be created that would automatically drop a student from a course if they did not complete the assignment. This was a concern due to recurring students who enroll and disappear from the class. Also suggested was forcing students to complete the web orientation otherwise they could not enroll until completed. Natalie said students cannot enroll until completed; however, online students have to complete the web orientation during the semester. Also suggested was to place the WebCollege Canvas Orientation in the instructor syllabus as a required viewing.

Old Business

None

New Business

None

Next meeting: February 9, 2018 at 9:00 a.m. SIER 117

Meeting adjourned: 10:00 a.m.