

## MEETING MINUTES FOR FEB. 9, 2018

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**Meeting called to order at:** 9:03 a.m.

**In attendance:** Brian Addington, Tamera Anderson, Lisa Buehler, Eddy Burke, Jim Collier, Paul Davis, Hugh Fraser, Candace Garlock (chair), Natalie Fisher, Bill Gallegos, Holly Gallup, Robin Griffin, Dan Hooper, Thomas Kearns, Robert Kirchman, Joylin Namie, Nancy O'Neil, James Kuzhippala, Craig Rodrigue, Brandy Scarnati, Amanda Sabiniano, Crystal Swank, Tim III, Roza Weller, Wyatt Ziebell

**Guests:** Amber Anaya

**Absent:** Julie Armbrecht, James Phillips

### Approve minutes from December 8, 2017

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Chair Candace Garlock called for a motion to approve the December 8, 2017 meeting minutes. There was a motion and a second and the minutes were approved unanimously.

### Newest UDOIT trainings in Canvas–Thomas Kearns, Disability Resource Center

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Thomas Kearns updated the committee on Universal Design Online content Inspection Tool otherwise known as UDOIT. This tool is built into Canvas and scans coursework templates for online classes in order to create a report providing suggestions/potential problems. Thomas demonstrated the application and how to fix any issues. Thomas also showed ADA resources he created along with a UDOIT 101 training which includes videos, used with permission, and best practices from other schools. Thomas also noted he and the DRC can help on a one-on-one basis as well. Discussion ensued, Holly Gallup noted the accessibility icon as particularly helpful to use as content is created. Lisa Buehler said Microsoft programs do the same thing. A four-week online course is currently in the process of being created with the Professional Development office and will include a stipend. The course will be available in March. Thomas also noted the buttons work with a screen reader for persons who are visually impaired, so they are able to access links. The screen reader also scans headers and the buttons are useful for students who are visual learners, may have cognitive injuries, or learning disabilities. Thomas invited everyone to attend his ADA Committee meeting. The committee focus is on ADA compliance. An ADA complaint could lead to course structure/content being dictated to instructors. It was noted there is also an accessibility manager tutorial in Google Docs. Members of the committee requested open lab times to bring their work and get assistance. It was also noted a lockdown browser could be used for students who are visually impaired. Every course, by law, should be accessible to all students. One example of the help provided by the DRC was to a student who is hearing-impaired. The student had a signer attend class. Tim III was able to record the sign language and insert it into Canvas so the student could utilize the instructor's non-verbal ques. Prior to recording, the student was focusing on the signer and missing out on the instructor's non-verbal ques. This resulted in improved student performance.

### WebCollege Updates – Brandy Scarnati, Coordinator

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Brandy updated the committee and asked for suggestions for online instruction. Approved for QM is HIS 101. In progress to be approved are HUM 117 and ENT 200. There are currently 4,670 students enrolled online. Tamera Anderson reported the kick off for Spring went well. There were 1,400 new online students. Tamera texted and phoned the students who had not logged in yet. Her past retention efforts are paying off with an overall rise in retention.

## QM Sub-committee Update – Lisa Buehler, Chair

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The business committee met to decide on a standard for content. They are waiting to see a finalized template. Nancy O'Neil suggested sending a survey to students to see what they would like to see. Brandy said the last survey was done in Fall of 2014 and it is time to do another. She suggested to send the survey before the course evaluation. Other suggestions offered were to do a focus group to collect good questions for the survey. Tamara offered to be a resource for gathering students for focus groups. Another means to collect students was to visit the TMCC student clubs. Other discussion involved revising the template for everyone and then pushing it out. Paul Davis said many of the students do not read/watch the modules. He suggests offering a quiz or dropping from class. Lisa suggested placing the course name on the home page and only placing items the student needs to do on the home page. Candace suggested a motion to circumvent constantly talking about the same things. Another suggestion was to make Canvas/online learning a required course. It was noted there would likely be an issue for students utilizing Financial Aid. Brandy suggested showing only the module before the student can access his or her course. She also suggested adding the module viewing to the Faculty Standards for Online Instruction webpage. Bill Gallegos suggested a 1-credit course similar to a course offered for Graphic Calculator use. Lisa asked if anyone knew the percent of students who cannot navigate canvas. Tamara suggested a roadmap format.

## Chair Election

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Candace announced she is stepping down as chair due to other commitments. She nominated Dan Hooper and called for any other nominations. There were no qualifying nominations received. The nomination for Dan Hooper was motioned, seconded and approved unanimously. A BIG thank you to Candace for her service to the committee and her continuing service to TMCC. Welcome Dan Hooper!

## Old Business

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None

## New Business

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None

**Next meeting:** March 9, 2018 at 9 a.m. SIER 117

**Meeting adjourned:** 10:02 a.m.