

---

# MEETING MINUTES FOR MAR. 9, 2018

---

**Meeting called to order at:** 9:04 a.m.

**In attendance:** Brian Addington, Tamara Anderson, Julie Ambrecht, Lisa Buehler, Marshall Carby, Jim Collier, Natalie Fisher, Bob Fletcher, Hugh Fraser, Candace Garlock, Robin Griffin, Dan Hooper (Chair), James Kuzhippala, Joylin Namie, Nancy O'Neil, Craig Rodrigue, Amanda Sabiniano, Brandy Scarnati, Crystal Swank, Tim III, Roza Weller, Wyatt Ziebell

**Guests:** Amber Anaya

**Absent:** Eddy Burke, Paul Davis, Bill Gallegos, Holly Gallup, Thomas Kearns, James Phillips

---

## Approve minutes from February 9, 2018

---

Chair Dan Hooper called for a motion to approve the February 9, 2018 meeting minutes as amended. There were two corrections: Joylin Namie was present at the February 9, 2018 meeting and Nancy Faires name should be listed as Nancy O'Neil in the QM Sub-committee Update. There was a motion and a second by Candace Garlock and Joylin Namie respectively. The minutes were approved unanimously.

---

## Faculty Standards—Brandy Scarnati

---

Brandy reviewed changes made and asked the committee to review the document. Suggestions received were: Section 1.3 a wording change from "will attend" to "recommended", adding a sentence on how to navigate under Learning Management System, several committee members recommended QM as a requirement, and Section 1.2 it was questioned if we should emphasize online course development only. Concerns were voiced regarding the sometimes short last minute hiring time for part-time faculty. Brandy stated the standards are required regardless. A member suggested working towards a solution for department chairs and coordinators when hiring last-minute. Tamara can assist in correcting any consistent issues students may have in their online courses. A motion was called to leave the word "required" in section 1.3. Crystal Swank and Lisa Buehler motioned and seconded respectively. The motion passed with one opposition and no abstentions.

A motion was also called to bring the updated document, Faculty Standards for Online Instruction, to the next Faculty Senate meeting for approval.

Crystal Swank and Robin Griffin motioned and seconded respectively. The motion passed with no abstentions or opposition.

---

## Student Satisfaction Survey—Brandy Scarnati

---

Brandy reported a response of 767 students in just one week. The survey remains open and a high response rate is possible. Joylin asked if there was a link she could add to her courses. Amanda Sabiniano said the students have been emailed. Dan Hooper asked what has been learned from the survey so far. Brandy reported students taking multiple online courses were confused in how to navigate each course, some instructors were slow to respond to student emails, and the students continue to use laptops as their main access tool to log in to the courses. Brandy will have more information once the survey concludes.

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

---

The latest approval for QM is HIST 217 with ENT 200 and Women's Studies in process to be approved. The standard template work is continuing. Hugh asked who evaluates QM. Brandy said it is peer-reviewed nationwide and internally at TMCC. There was a consortium with other community colleges within the state; however, the review times were slower and the process as a whole was difficult. When TMCC switched to QM the review process was much quicker. There are currently 8 reviewers at TMCC. Lisa noted, as a reviewer, she learns a lot and receives great ideas for her courses.

## E-Learning Data Update

---

Instructional Technology Council (ITC) data compares online learning among community colleges with factors such as retention, challenges within the school, and student challenges. The report and infographic ([itcnetwork.org/aws/ITCN/asset\\_manager/get\\_file/178604/itc2017-master-final-accessible.pdf](http://itcnetwork.org/aws/ITCN/asset_manager/get_file/178604/itc2017-master-final-accessible.pdf)) were discussed. TMCC currently has 211 students who take at least one online course and has a 74% retention rate for online students.

## Old Business

---

None.

## New Business

---

Tim III reported approval to build lightboard ([college.wfu.edu/itg/lightboard/](http://college.wfu.edu/itg/lightboard/)), made of a clear glass and paint/chalk pens are used to write on the board. Videos can be created for students.

Brandy reported the next Delivering Effective Online Courses begins March 26. There is a 3–4 hour time commitment per week. Brandy also reported the ADA course is ready and to let Brandy know if you would like to sign up.

Dan Hooper asked for agenda items and feedback for our next meeting.

**Next meeting:** April 6, 2018 at 9 a.m. SIER 117

**Meeting adjourned:** 9:51 a.m.