



MEETING MINUTES FOR AUG. 31, 2018

Meeting called to order at: 11 a.m.

In attendance: Elena Atanasiu, Lisa Thornton Buehler, Kellie Carter, Paul Davis, Natalie Fisher, Hugh Fraser, Robin Griffin, Heidi Himler, Dan Hooper (Chair), Thomas Kearns, Robert Kirchman, James Kuzhippala, Dan Loranz, Rebecca McCleary, Shannon Mccool, Joylin Namie, Nancy O'Neil, Craig Rodrigue, Amanda Sabiniano, Shehara Snow, Crystal Swank (webcam) Corina Weidinger, Wyatt Ziebell

Absent: Brian Addington (Proxy: Lisa Buehler)

Approve Minutes from April 6, 2018

Chair Dan Hooper called a motion to approve the April 6 Minutes. It was motioned and seconded by Paul Davis and Lisa Buehler respectively: 17 approved, 3 abstained, 0 objections.

Student Survey Results

The committee discussed the outcomes of the Student Survey that was sent out. There was a lot of discussion on the "to do" list in Canvas and whether we should remove it or keep it globally. This was a large discussion and due to time constraints, it was tabled to discuss at a later time.

It was determined in the survey; more students are using computers instead of mobile devices to access Canvas content.

Faculty Standards

Discussion on wording of standard 2.8 for online teaching ensued. Chair Hooper made a motion to change the official wording to state: "Online courses must be published by 12:01 a.m. on the first day of class". Decision was passed unanimously.

This new standard will be more flexible for instructors who have courses starting at a later time then the normal semester, and also more defined so that instructors make sure courses are published on the first day.

Further discussions were tabled until next meeting due to time.

QM Sub—committee Update—Lisa Buehler, Chair

This item was tabled until the next meeting due to time constraints.

Old Business

None

New Business

Tom Kearns Accessibility Discussion: Tom explained to all of us that it is a law that TMCC provide an accessible book to all disabled students who request one. TMCC can be sued for not having access to these accessible materials. Tom is asking that all instructors fill out a form, found on the TMCC website where they input their book/ publisher information. After submitting the form, Tom will contact the publisher and obtain a copy of the accessible version. OR, if an extra copy of the

book can be ordered and provided to the DRC office, he will help to create an accessible version if one doesn't exist. It is requested that instructors do this before they order copies of the book so we can check for accessible options. The form can be found by going to: <https://www.tmcc.edu/disability—resource—center/drc—resources—for—faculty/test—proctoring—request/accessibility—checker/>

Next meeting: October 5, 2018

Meeting adjourned: Noon