



# MEETING MINUTES SEPT 3, 2021

11-12 p.m. via Zoom

Meeting called to order at: 11:00 a.m.

**In attendance:** Elena Atanasiu, Julie Ambrecht, Bridget Blaque, Carrie Breakell, Lisa Buehler, Paul Davis, Damien Ennis, Danielle Harris, Tanja Hayes, Blisin Hestiyas, Dan Hooper, Lars Jensen, Thomas Kearns, James Kuzhippala (Chair), Ted Lambert, Rebecca McCleary, Nancy O’Neal, Rebecca Porter, Craig Rodrigue, Phil Smilanick, Corina Weidinger, Roza Weller

**Absent:** Brian Addington, Tamara Anderson, Vanina Coudriet, Robin Griffin, Beth Humphrey, Jimmy Roque

## Approval May 14, 2021 Meeting Minutes

*The minutes will be approved at the October 2021 meeting.*

## Introductions

James opened the meeting welcoming everyone and reviewed the charges of the committee.

## WebCollege Updates

Jimmy and Danielle did not have any WebCollege updates but noted there are September workshops are posted on the Professional Development calendar that are available for registration. Upcoming workshops in September are Quality Matters and Tips and Tricks for Canvas. In October a Quality Matters workshop is being offered both online and in person. There is a \$150 stipend available for attending a workshop.

## Web Live (Synchronous) / Web Course (Asynchronous) Definitions

The committee reviewed the Web Live and Web Course definitions due to a question about proctoring. There was a robust discussion concerning proctoring. The committee ultimately arrived at the following definitions:

### **WL=Web Live (Synchronous):**

WL = Web Live (Synchronous):

Similar to an in-person course, a weblive course meets virtually at regular dates and times according to your schedule on MyTMCC. Your instructor has the option to require attendance or a webcam for class sessions. While not every course has requirements for proctored exams, your instructor may require you to come to campus or make arrangements with a proctoring center to take proctored exams.

### **WB= Web Course (Asynchronous):**

WB = Web Course (Asynchronous):

A web course does not meet at regular dates and times. The course may have a regular schedule and pre-established deadlines. While not every course has requirements for proctored exams, your instructor may require you to come to campus or make arrangements with a proctoring center to take proctored exams.

*Tanja Hayes moved and Corina Weidinger seconded to approve the definitions of Web Live and Web Course with the sentence added at the end of each definition. “While not every course has requirements for proctored exams, your instructor may require you to come to campus or make arrangements with a proctoring center to take proctored exams.”*

## Annual Plan

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The requirements for the Standards for Online Instruction were discussed and two motions were made after committee discussion.

*It was moved Lisa Buehler and seconded by Damien Ennis to recommend moving the item S2.h: "Faculty teaching online classes with adhere to the TMCC Faculty Standards for Online Instruction." from the Satisfactory section to the Commendable or Excellent areas. The motion passed with one abstention.*

*It was moved by Lisa Buehler and seconded by Dan Hooper to recommend in the to have a point value range of 1-3 for the item S2.h: "Faculty teaching online classes with adhere to the TMCC Faculty Standards for Online Instruction." The motion passed unanimously.*

## Observation of Teaching Effectiveness

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James asked the committee to review the Observation Teaching Effectiveness form to ensure it is effective and addresses everything for online education. Please bring your comments and input to the next meeting.

## Old/New Business

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None

*It was moved by Dan Hooper and seconded by Corina Weidinger to adjourn the meeting. The motion passed unanimously.*

**Meeting adjourned:** 12:00 p.m.