

Minutes of the TLTR/QEP Meeting
Monday, November 9, 2009
Joan Tuck, Presiding

Present: Jack Ancell, Libby Blanton, Melissa Back, Elizabeth Elam, Shannon Feinman, Stanley Johnson, Crystal Jones, Al Roberts, Robert Owens, James Wilkinson

I. Teaching and Learning Technology Roundtable

Jack Ancell has gotten inquiries concerning the college's policy on subscribing to mass e-mailings for students. Due to the infrequency of such requests, it was the consensus of the group that such issues be handled on a case-by-case basis.

Jack Ancell also gave an update on Windows 7. He has been running Windows 7 for several months, and it seems to be easier to work with. Jack suggested that we randomly ask faculty and staff to try Windows 7 before totally upgrading to the new version. He also explained that in volunteering to run the new Windows OS, individuals who currently run Windows XP would have to have their hard drives completely wiped in order to install the new version. The upgrade from Vista to Windows 7 would not require wiping the hard drives.

Several individuals in today's meeting volunteered to test pilot the new OS. It was suggested that IT faculty also be asked to test pilot the software.

II. QEP Updates

Crystal Jones reported that the completion of the QEP charge given by President's Staff is running on schedule. We should meet the mid-November completion date.

III. Subcommittee Reports

Goals 1 and 6 – Elizabeth Elam

The Goals 1 and 6 subcommittee presented the following recommendations:

- We should adopt the current "Guidelines and Best Practices" as presented by the VCCS DDLC
- It should become policy that all instructors who use online tests use the "one question at a time" setting

Questions were also presented concerning a clear definition of "hybrid classes".

Goal 3 – Presented by Joan Tuck for Ashley Leslie

The Goal 3 subcommittee presented the following recommendations:

- A READI reminder should be sent to faculty at the beginning of the registration period asking them to check student results as a guide for placing students in online classes
- The cutoff scores for READI should remain the same

There was discussion on using READI results to prohibit a student who does not meet the READI cut off score from taking an online course. It was once again pointed out that according to the wording of the original QEP document, READI can only be used as an advisement tool.

It was suggested that Student Development Services explore the possibility of incorporating the online orientation into the SDV classes. This recommendation was referred back to the committee for follow up.

Goal 4 –Presented by Joan Tuck for Kelly Goscinski

The Goal 4 subcommittee presented the following recommendations:

- Change the “Syllabus” button to either “Course Information” or “Course Outline”
- Add “Course Documents” to the Course Menu
- Set-Up Folders in the Help Section with the Following Information (some of these items already appear in the Help section)

Academic Support

- Atomic Learning Information
- Tutoring
- SmartThinking (In Current Template)
- Google Apps Information

Student Support

- Disability Services
- Online Chat
- Bookstore
- READI

Technical Support

- Link to Help Request for Blackboard and SIS (Contact info in current template)
- Computer Maintenance Tips
- Atomic Learning Video Tutorials

Online Learning Help/Resources

- Netiquette
- Time Management

- A Teacher Resource section could be added that would be available to instructors through the Control Panel, but not available to students...information, handouts, other resources that instructors need could be added there. This might help to address adjuncts.
 - Syllabus Template
 - Handout concerning the Blackboard Template
 - Information on accessing the Southside employee email account...many new adjuncts don't know how
 - Copy of the SVCC E-Learning Policy (When completed--this may not be finished in time for the spring semester.)

After discussion, it was the consensus of the group that the name of the Syllabus button not be changed and that a Course Documents button would not be added to the menu.

Goal 5 – Melissa Back

The Goal 5 subcommittee recommended that an Online Services button be added to the Blackboard template that would contain links to all college services.

After discussion, the group decided that the Goal 5 recommendations should be incorporated into the Goal 4 recommendations.

The subcommittee also recommended adding a teacher resource area to the Control Panel of Blackboard. This would also be incorporated with the Goal 4 recommendations.

It was also suggested that the READI information be put into a folder labeled "Are you READI" that would appear at the top of the Assignment section.

Goal 7 – No report

Goal 11 – No report

Goal 12 – James Wilkerson

James Wilkerson reported the results of a faculty survey to determine professional development needs indicated that faculty are pleased with the in-house training currently being offered. It was noted that not all faculty take advantage of the trainings.

Faculty also commented positively on the technology camps offered during the summer.

The Goal 12 subcommittee recommended that:

- the current group sessions be separated into beginner and advanced levels and online/non-online groups. There was a concern about information overload with the current structures

- individual workshops be held for new faculty
- sessions be offered during the semester rather than concentrated at the beginning or end of the semesters
- more pedagogy type workshops are needed
- we explore the possibility of online workshops that are available outside of the college
- we continue to hold the one-day tech camps

This subcommittee also asked if we should have a competency test for faculty to teach online. The TLTR/QEP committee recommended that input from this subcommittee be passed to the Deans of Instruction and the Instructional Technologist.

VI. Other Issues/Concerns

It was noted that not all faculty have links to faculty web pages. The Deans of Instruction will be asked to send out a reminder asking faculty to complete web pages and send URLs to Kelly Goscinski so that links to web pages can be created.

Joan Tuck presented information from Ashley Leslie on the need to purchase additional usage time for SmartThinking. We purchased 800 hours for 2009-2010, and we are currently down to less than 200 hours. From August to November, we have had over 2400 registrations and 1634 interactions. With the current usage rate, it will require at least another 800 hours to get through spring semester 2010. The cost for 800 hours is approximately \$28,000. With the current budget crisis, it seems that funding is not available for additional hours at this time.

After a lengthy discussion, it was suggested that, since this is a budget issue, the matter should be turned over to the Deans of Instruction and the Dean of Finance. The QEP co-chairs will also follow up with Chad Patton to determine if any QEP funds are available for the purchase of additional SmartThinking hours.

VII. Next Meeting Date – to be announced