Teaching and Learning Committee Meeting

February 23, 2012

LRC 342, 2:30-4:00

Present: Gerald Haines, Peggy Hutson, Rosemary Nickerson, Angela Auldridge, Amanda Miller, Steve Shank

The committee met to finalize the language for all three policies charged to the committee. The committee discussed the three charges in depth. Rosemary Nickerson agreed to make the discussed revisions to the policy regarding online classes, and Amanda Miller agreed to make the discussed revisions to the policy regarding team teaching. The drafts are listed below, as they were sent to Dr. Dave Warner.

The meeting adjourned at 4:00 pm. The next meeting will be March 22, 2012.

Develop a policy that addresses student readiness to take an online course, to include online research

STUDENT READINESS TO SUCCEED IN WEB-BASED COURSES

Hagerstown Community College offers a variety of structured, web-based courses (online courses) that allow students flexibility in course scheduling. Web-based courses deliver the same content and have the same learning objectives as traditional classes.

Students enrolling in web-based classes will need particular skills in order to succeed in these classes. Hagerstown Community College will offer self-assessment tools designed to help students determine if they possess these skills. It is the student's responsibility to use the tools provided by HCC to self-assess their own readiness before enrolling in web-based classes.   Required skills include, but are not limited to, computer and information literacy skills, particularly the ability to access and evaluate web-based sources of information.   Awareness of and compliance with the HCC academic honor code is especially important in web-based classes.

HCC recognizes that web-based courses are best suited for students who possess the necessary skills and have demonstrated their ability to successfully complete college-level classes.

Develop a policy that defines team teaching to include contact hour expectations

Endorsing the Value of Internships

Because Hagerstown Community College recognizes the value, and sometimes necessity, of experiential education, the College encourages student participation in internships in a wide variety of fields. Internships allow students to hone their professionalism, sample different real-world environments, and gain valuable work experience to attract potential employers. Divisions establish their own internship requirements and recommendations, as well as the credit that may be earned, and the College provides assistance to students in finding and participating in these internships. In the rare instance when an internship is required for program completion but not feasible, the Vice President of Academic Affairs and appropriate Division Chair may work with the student to seek alternative program completion options.

Develop a policy that defines team teaching to include contact hour expectations

Team Teaching

Team teaching is defined as a learning situation involving multiple instructors who plan, conduct, and evaluate course work for the same group of students. Contact hours will be divided between the instructors with respect to credit load as mutually agreed upon by the instructors in consultation with the Division Chair or Director and with approval of the Vice President of Academic Affairs before the start of the semester, as long as the total contact hours do not exceed the normal contact hour expectations of the class.