

## Teaching and Learning Committee Meeting Minutes

25 February 2021

**Attendees:** Olusegun "Victor" Adegboyega-Edun, Vidda Beache, Thomas K. Burge, Sonjurae M. Cross, Karen S. Hammond, Rebecca L. Leonard, Suzannah B. Moran, and Daniel R. Webber

### Agenda Topics

- I. Reviewed and approved minutes from January meeting
- II. Review of Charge(s)
  - A. Changes to Intellectual Property policy were accepted as proposed by Faculty, and will return to Faculty Assembly for the March meeting.
  - B. "Guidelines for Online Course Management" updates
    1. *Weekly Announcements Will Be Posted in the Classroom:*
      - i. An addendum regarding checklists was added to the notes.
    2. *Essential Course Content Will Be Made Available Prior To the Start of a Session:*
      - i. Concerns were raised regarding reduced prep time and potential effects on face to face classes
      - ii. New deliverables will include only a welcome announcement and edited syllabus, that may or may not include the complete topical outline for the semester
      - iii. Time period for having classes open to students was reduced to three days
      - iv. For the sake of consistency, Dean Beache will petition to the VPAAS and Academic Council to apply this policy to our face to face classes as well
    3. *Master Classrooms Will Be Created To Ensure Quality And Consistency:*
      - i. Dean Beache explained that the one semester timeline is a functional requirement. New classes for each semester are automatically published 105 days in advance from Colleague into D2L.
    4. *Students in Online Courses Are Not Required to Take Assessments on Campus:*
      - i. Updated to reflect that while Proctortrack remains our virtual proctoring option, the Testing Center is still available for students with extenuating circumstances.
- III. Next Meeting(s)
  - A. 25 March 2021, 2:30 pm
  - B. 22 April 2021, 2:30 pm
  - C. 27 May 2021, 2:30 pm

