

Teaching and Learning Committee Meeting Minutes

Date: Thursday, October 24, 2024

Time: 2:30 p.m. – 4:00 p.m.

Attendees: Vidda Beache (administrative co-chair), Sonjurae Cross, Jack Drooger, Victor Olusegun Adegboyega-Edun, Audra Haddock-Martenot, Karen Hammond, Sean Wynkoop, Jeffrey Schramm

Absent: Eric Schwartz (faculty co-chair)

Agenda:

- I. The first order of business was to approve the minutes: motion made by K. Hammond; seconded by V. Adegboyega-Edun
- II. Began Review of **Policy 4016: Workplace Learning**
 - A. The last time this policy was revised was in 2018
 - B. “Or by program coordinator approval” was added to the line about 50% completion of the discipline-specific program requirements in a student’s field of study
 - C. The line “Final Course grades of A, B, or C in a student’s specialty program courses” was simplified to read “Final Course grades of C or better...”
- III. Began Review of **Policy 4023: Student Success and the Integrity of Web-based Courses and Programs**
 - A. The last time this policy was revised was in 2019
 - B. Rather than have this policy read as though it were only for online courses and programs, the words “and hybrid” were added to include those courses/programs as well
 - C. Because we have added a section of minimum technology requirements, the words “Required skills may include” have been changed to “Requirements may include”
 - D. For consistency the word “online” was removed from the first two required skills
 - E. The words “is important in web-based classes” was removed from the line about an awareness of and compliance with the HCC academic honor code
 - F. The words “Code of Student Conduct” replaced the words “academic honor code”
 - G. The line “An ability to learn and work independently and meet deadlines” was removed
 - H. A section of information based on meeting minimum technology requirements was added to the required skills. This information came from a universal syllabus template that the Distance Learning department provides to faculty who were

building Master Classrooms for QM certification. Added information is as follows: “Meet minimum technology requirements, such as:

1. Access to hardware and peripherals, which are conducive to the completion of course requirements
2. Access to any software, external publisher sites, or interactive applications mentioned in the course syllabus
3. Ability to participate in remote proctoring or to schedule through the Academic Testing Center”

IV. Next Meeting(s): TBD