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# MEETING MINUTES OCT. 11, 2024

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11-12 p.m. via Zoom

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

**In attendance:** Frank Amankonah (Chair), Sameer Bhattarai, Tom Cardoza, Lisa Buehler, Jencie Davies, Paul Davis, Damian Ennis, Elyssia Fraga, Hugh Frasier, Candace Garlock, Kathy Hanselman, Blisin Hestiyas, Dan Hooper, Beth Humphrey, John Hughes, Lars Jensen, Mingsung Jung, James Kuzhippala, Julie Kauffman, Jillian Kiefer, Ted Owens, Rebecca Porter, Craig Rodrigue, Shannon Schiele, Phil Smilanick, Corina Weidinger, Rachel Wooley, Julian Vu,

**Absent:** Azu Alfaro, Brian Addington, Nathan Lower, Alex Orejel Oliva,

## Approval of September 13, 2024 minutes

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Corina Weidinger moved and Paul Davis seconded to approve the September 13, 2024 WebCollege Faculty Advisory Committee Minutes. A correction was noted to state the tool is a written name pronunciation tool rather than auditory. The committee approved the motion with the correction.

## Chair's Report

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Honorlock is now available in Canvas. WebCollege is asking for volunteers to pilot Honorlock. Contact Elyssia Fraga if you would like to volunteer.

## Canvas Features Update

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Elyssia shared her screen and asked the committee for recommendations for timelines for turning on the pronunciation tool, student profile, and other functions.

Elyssia demonstrated the Smart Search feature in her sandbox. The search allows for the student or instructor to perform a keyword search within the course. Elyssia will verify that students can only see published content and whether it will search links such as PowerPoint decks loaded into Canvas. She will send a note to the committee.

The Summarize Discussion feature is available only to faculty. It summarizes class discussion threads.

The Rubric feature was also demonstrated. The criterion can be reordered, can be linked to outcomes, and is sharable.

The WebCollege would like some guidance on when to turn on the features and they would like to provide some training.

**Motion:** Lisa Buehler moved and Kathy Hanselman seconded to recommend to turn on the Discussion Summary and the Rubric features in Canvas. The committee approved the motion.

## Quality Matters Update

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QM updated their rubric last summer. The Standards for Online Instruction are linked to the former rubric. The standards will need to be updated. This will be discussed at the next meeting.

## Action Item: Hide Grade Distribution Graphs

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The Grade Distribution Graph is turned on by default. Lars would like to have the box checked to hide by default unless the instructor chooses to show the graph. Lars also mentioned hiding grade totals in the grade book.

**Motion:** Lars Jensen moved and Lisa Buehler seconded to check the high grade distribution graph from students checkbox by default.

Elyssia stated they do not have the control to hide the grade distribution box. The instructor is able to adjust that in their course settings. Elyssia will find out if they can get default permissions for the graph and the grade book totals. As a result of Elyssia's comments and committee discussion the motion was tabled. A committee member noted the grade distribution considers in its calculations, students who did not turn in the assignment. Frank said the WebCollege will make a list of all features that can be turned on and off.

**Motion to Table:** Lars Jensen moved and Lisa Buehler seconded to table the motion. The motion passed.

## WebCollege Update

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Elyssia called for anyone to contact the WebCollege with issues at [webcollege@tmcc.edu](mailto:webcollege@tmcc.edu).

## New Business

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None.

**Meeting adjourned:** 12:01 p.m.

Next Meeting: November 8, 2024