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# MEETING MINUTES APR. 12, 2024

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11-12 p.m. via Zoom

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

**In attendance:** Azu Alfaro, Frank Amankonah (Chair), Sameer Bhattarai, Milagros Carreno, Tom Cardoza, Paul Davis, Robin Griffin, Blisin Hestiyas, Dan Hooper, Beth Humphrey, John Hughes, Lars Jensen, Minsung Jung, James Kuzhippala, Jillian Kiefer, Nathan Lower, Rebecca McCleary, Alex Oliva, Ted Owens, Rebecca Porter, Phil Smilanick, Corina Weidinger, Julian Vu

**Absent:** Lisa Buehler, Jencie Davies, Elyssia Fraga, Tim III, Julie Kauffman, Brianne Lee, Heather Lupkey, Nancy O’Neal, Craig Rodrigue, Rachel Wooley,

**Guests:** Amber Anaya, Rick Bullis, David Jero, Martha Johnson-Olin, Kimberly Pulda

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## Anonymous Grading Feature in Canvas – Fe Danger

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Fe was not present to discuss this feature with the committee.

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## Honorlock Demo: Proctoring Software – David Jero & Kimberly Pulda

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David Jero and Kimberly Pulda discussed the onboarding process if TMCC were to transition from Proctor U to Honorlock. A demonstration video from a previous presentation at TMCC will be sent to the committee.

Questions received were whether this replacing Proctor U? Will there be a live proctor? The software uses a hybrid model where a proctor would enter when an issue is detected. Honorlock would replace Proctor U but not Respondus. A college-wide demonstration will be scheduled.

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## Retention Specialist Concerns – Martha Johnson-Olin and Rick Bullis

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Martha detailed the following concerns: Why is the student information being dumped into a database instead of the specialist looking at the Canvas gradebook? Database use could have FERPA implications. The email which goes out to students is unspecific, does not use the student’s name, and does not identify which class and which assignment is missing. The current email is creating issues and sometimes panic for the students.

The email also asks the student to speak with the Retention Specialist. Contact should be with the instructor who can refer the student properly to services. The instructor’s contact information should be in the email. The email, as it is currently worded, suggests that the student may be able to make up an assignment. This is problematic at the end of the semester when student evaluations are collected and could have a negative impact on the instructor.

A suggested solution is to have a clearer email to the students and to honor the professors who choose to opt out of the specialist’s services. There was no suggestion to remove this person and/or position from the college.

Rick Bullis recommended to review the job description and make recommendations to the Senate at a future meeting. It was also suggested to collaborate with HR since this concerns an employee and their position.

John Hughes will work with specialist and will bring back a revised draft email to the committee for further discussion.

## Approval of February 9, 2024 Meeting Minutes

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Corina Weidinger moved and Beth Humphrey seconded to approve the February 9, 2024 WebCollege Faculty Advisory Committee Minutes. The committee approved the motion.

Historical note: The March 15, 2024 meeting was cancelled due to a technical issue.

## Annual Plan: Self Review of Online Course Process – Blisin Hestiyas

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The form is located on this page: <https://www.tmcc.edu/webcollege/faculty-resources/additional-resources>.

Blisin would like to have the website text and process updated for this form. Specifically, to have the text note whether this form can be used for the annual evaluation forms and what process needs to be done in order to get the extra points. It was recommended to refer Blisin to Professional Standards since the annual plan forms are involved.

## Testing Center Issue: Proctoring request for online classes

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Helen Scott explained that they are getting a head count by April 12 for finals. There are 30 seats in the Testing Center and 63 full classes. The test can be sent to the Testing Center at a later date. Helen also mentioned to contact her with any feedback or questions.

## Possible Action Item: Review of Canvas Features

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This item was not discussed at today's meeting.

## WebCollege Update

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No report was given.

## Old Business

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None

## New Business

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None

**Meeting adjourned:** 12:06 p.m.

Next Meeting: May 3, 2024