



# MEETING MINUTES FEB. 10, 2023

11-12 p.m. via Zoom

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

**In attendance:** Brian Addington, Lisa Buehler, Tom Cardoza, Vanina Coudriet, Jencie Davies, Robin Griffin, Blisin Hestiyas (Chair), Dan Hooper, Beth Humphrey, Tim III, Lars Jensen, Minsung Jung, Sarah Krutz, James Kuzhippala, Rebecca McCleary, Nancy O’Neal, Ted Owens, Rebecca Porter, Craig Rodrigue, Phil Smilanick

**Absent:** Elena Atanasiu, Candace Garlock, Tommie Guy, Julie Kauffman, Alex Orejel Oliva, Corina Weidinj(id)2.3 , ~~Rozell~~ Rachel Wooley

**Guests:** Ambe Anaya

## Approval of Dcember 2, 2022 Mi s

Robin Griffin moved and Caig Rodrigue seconded to approve the WebCollege Faculty Advisory Committee Minutes for December 2, 2022. The committee approved the minutes.

## WebCollege Update

A new Instructional Designer in the WebCollege has been hired.

## Canvas LMS: Online Course Access and Class Visits

The committee reviewed the proposed procedure for online class visits.

### Online Course Access and Class Visits

#### COURSE ACCESS

(i) Other than the instructor of record, the LMS administrator, and the LMS support staff, no other member of faculty, staff, or administration shall be given account/sub-account level access to a course. Account/sub-account level access already granted to any other party must be terminated by 5/15/23.

(ii) The LMS administrator and LMS support staff may not use their account/sub-through the instructor of record or the department

(ii) The appropriate Teaching Evaluation form should be used when

evaluating the instructor.

#### UNSCHEDULED CLASS VISITS

(i) Per the TMCC-NFA Contract, Section 12.5.4, unscheduled class visits may be conducted in extraordinary circumstances in response to concerns or complaints of a serious nature.

(ii) The unscheduled visit must be conducted by the immediate supervisor of the faculty member.

(iii) Requests for access should be routed through the Department Chair or the instructor of record. The supervisor will only be granted course-level access to the course or courses to which the extraordinary circumstances pertain. Account/sub-account level access shall not be granted.

(iv) Before an unscheduled visit, the TMCC-NFA President shall be notified of any person who has been granted access to the course and the time and date of that access.

It was moved (unable to decipher who moved from the meeting chat) and seconded by Rebecca McCleary to approve the proposed procedure for online class visits. The motion passed with 12 ayes and 5 abstentions.

## **Quick Demo (pdf) – Lars**

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Lars provided a demonstration of pdfarranger, an open-source software program for pdf documents where the user may arrange, split, merge and insert graphics into their pdf documents.

## **New Business**

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A committee member asked how to email past classes in Canvas. This was a function he was previously able to do. Sarah Krutz reported an internal ticket has been made to Canvas. She will report the outcome of the service ticket.

The committee will review the Faculty Senate Bylaws pertaining to the committee.

Recommended technologies and ideas to discuss with the Technology Committee are BARD, a Google AI program, a