

## **ILT Meeting Notes 4.11.19**

Faculty Professional Development Work Group Update:

- send out updated rubric from last meeting
- separating rubric for tuition vs development possibility
  - first going to use the current one and 'test' it

Looking for a faculty co-chair for ILT

- Dan will determine work load number to determine payment outline
  - outline of duties: committee would set its work, chair would be representative and collect documents, make sure things put on agenda (as voice of faculty), in-between ILT would be meeting between faculty co-chair and DAW co-chair to prepare for ILT, then run meetings and send follow-up emails
  - Paul Lask, Reading and Writing Faculty, volunteers to be co-chair

What to spend rest of 2018-2019 academic year ILT meetings on?

- Syllabus template
  - most heavily preferred, to get something ready for 2019-2020
  - Alison will put together sample ADA-compliant syllabus template
- Canvas expectations
  - "must use gradebook and upload syllabus"
  - what expectations?
    - when does it go live?
    - all messaging goes through Canvas rather than personal emails
    - Darci's workgroup came up with standards for online instructors
      - Darci will bring this to next ILT
    - set up Canvas notifications to forward to email, instruct students on how to
  - PCC backpack: intro to online classes for students
    - relates to faculty website/Canvas shell
      - definitely would need number, email, office hours/location
      - sample syllabus
      - other important info relating to faculty and class
      - are websites viable security-wise
- Faculty/student interaction policy, as draws a line between online course and self-study, which affects when being audited because it changes financial aid, etc (possibly part of Canvas expectations)
  - for hybrid and online
  - grading needs to be timely, feedback from faculty regular
  - possibly to be put into 'best practices' in faculty handbook
    - if change made to faculty handbook, who does it and who approves it?
    - Joy puts work into it, but does it live solely with her?
    - faculty should have some input, review, notified of timeline of revisions, etc
      - could recommend practices, review of handbook?
      - suggestion of changes to go to ILT faculty co-chair
      - reviewed every Feb?

Online publisher content discussion – Darci

- some publisher websites like openmath, for students to work online, have the ability to integrate to Canvas
- not all have that capability (ie bypass a school's LMS)
- allows to integrate it into gradebook on Canvas
- do we need an expectation on using external LMS's via integrating
- what is the concern?
  - so long as there's a gradebook in the school's LMS then there is a record
  - non-school LMS keeps no record
- gradebooks not kept permanently in Canvas, but legally need to be kept for so long, so how do we keep gradebooks?
- is this concern mainly for online or does it apply to hybrid/lecture
  - accountability for online instructors

Adoption of Welding Courses/Certificate Programs

- approached by Port of Toledo to team up on welding programs
- at same time Lincoln County School District was assessing its CTE courses and grant funding, and noted they have funds to dedicate towards a welding class (Measure 98 money)
  - Northwest Oregon Works (workforce development board that covers five local counties) also noted they have funds to support welding classes
- So the money now exists to purchase equipment and outfit a welding lab
- Space for 12 welding students at Port of Toledo
  - break-even would be 9/10 students, if we don't get 9 students we can't run it
- Space for 8 students at high school
- Review handouts for welding classes
  - maritime welding certificate coming through at PCC soon
- with multiple grants, this is nearly a cost-free program for us to run!

ACTION ITEM VOTE: Alison moves to adopt welding courses, unanimous vote to approve

ACTION ITEM VOTE: Unanimous vote to approve changes to anthropology