

TLC Advisory Committee Meeting  
March 22, 2010  
8:30am

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|--|---|
| <input type="checkbox"/> Barbara Baron                 | <input checked="" type="checkbox"/> Marie Maber     |
| <input type="checkbox"/> Bettejane Bolan-Kenney        | <input checked="" type="checkbox"/> Bob McGovern    |
| <input type="checkbox"/> Barbara Boyington             | <input type="checkbox"/> Andrea Murowski            |
| <input checked="" type="checkbox"/> Joe Boyle          | <input type="checkbox"/> David Murray               |
| <input checked="" type="checkbox"/> Karen D'Agostino   | <input checked="" type="checkbox"/> Mike Qaissaunee |
| <input checked="" type="checkbox"/> Denise DeMichael   | <input type="checkbox"/> Mark Schmidt               |
| <input checked="" type="checkbox"/> Sue Desiderato     | <input checked="" type="checkbox"/> Linda Servidio  |
| <input checked="" type="checkbox"/> Carey Fox          | <input type="checkbox"/> Mohammad Shanehsaz         |
| <input type="checkbox"/> Pat Gallo                     | <input checked="" type="checkbox"/> Kim Toomey      |
| <input type="checkbox"/> Larry Hartzell                | <input type="checkbox"/> Karen Topham               |
| <input checked="" type="checkbox"/> Alex Idavoy        | <input type="checkbox"/> Sandy Varone               |
| <input checked="" type="checkbox"/> Norah Kerr-McCurry | <input checked="" type="checkbox"/> Linda Wang      |

Norah welcomed the members to the meeting.

### **Learning Management Systems**

Norah gave the committee a brief history regarding the choice of ANGEL. Since the adoption of ANGEL, Blackboard purchased ANGEL. Several members of the New Jersey Virtual Community College Consortium (NJVCCC) moved to ANGEL. Since ANGEL's acquisition by Blackboard, Brookdale has signed a three-year contract. Norah explained that now is the time to begin thinking about assessing the current system to see if change is needed. Several other committees have discussed the need for administrative functions to be included in the choice of a learning management system. Moodle, an open source system, has been one of the systems being discussed by the College.

A discussion followed:

- Karen D'Agostino felt that the open source system creates an unnecessary step because the interior of the course must be created. This type of system requires a staff of programmers which the college does not have at the moment. She felt that other systems should be explored. She noted that ANGEL, being managed by the TLC, is working very well and the students are very pleased.
- Linda Servidio agreed that ANGEL is easy to work with because of the proficiency of the TLC office. Marie Maber stated that her students were happy with ANGEL and were picking up on it easily. Alex Idavoy is using ANGEL in his ESL classes. Linda Wang said her students enjoy and rely on ANGEL and more than half of all her students can navigate through ANGEL.
- Sue Desiderato expressed that the focus for a learning management system should be in Ed Services and noted that three years is not a long time for the process of choosing another system. Norah noted that ANGEL is also used for administrative functions and a new system would have to accommodate those functions.
- The committee agreed that faculty and the TLC should lead the process of reviewing and evaluating other systems.

- Mike Qaissaunee noted that the number of competitors in this area has decreased.
- Joe Boyle felt that the choice should be driven by the students' needs. He also questioned putting in place a higher student fee. Currently, students taking online courses pay an additional \$25.00 fee per course.
- Marie Maber questioned whether a consortium price for a system could be made available to the College because, with NJVCCC's buying power, they could negotiate as a block. Norah will bring up the topic at the NJVVCC meeting that is being held at Brookdale on Friday, March 26<sup>th</sup>.
- Kim Toomey suggested that the TLC draw up a document setting guidelines, noting faculty needs, etc. This document could be used when meeting with other College committees who are researching a learning management system.
- It takes a year to look at systems, a year to decide and another year to transition into the new system, if that is the decision made.
- Norah said it is critical that the process begin now. The ease of conversion, secure testing, and the use of multimedia would be part of the criteria when making the choice for any learning management system. She explained that Blackboard likes the way ANGEL works and that it would be to Brookdale's benefit for Blackboard to adopt the ANGEL format.

### **Pilot – Intro to ANGEL**

Norah explained that faculty are required to attend the Intro to ANGEL workshop before teaching a web-enhanced course or before taking the Online Certification Course. To teach a fully online course, all faculty must take the seven-week Online Certification Course. The online Intro to ANGEL, developed by Dan Greenwood, is a self-paced workshop aimed at full-time and adjunct faculty who are unable to attend a face-to-face workshop because of time and travel issues. The workshop takes about three hours and quizzes or assessments must be completed before moving on to each new component. The committee agreed to provide Norah with feedback after reviewing the pilot. This type of self-paced course could be used for adult learners in other areas of the college.

Norah volunteered her time to go into any department that would like to have a face-to-face Intro workshop.

### **Master Schedule**

Norah said some students are confused by the TBA in the schedule. Kim Toomey will look into the possibility of changing the TBA in the schedule for the online courses.

The discussion included:

- Joe Boyle noted that there are still students who are technologically illiterate that register for online courses and this makes success difficult. Other faculty agreed. However, students cannot be denied registering for an online case because of lack of technology skills. Some students register for online courses because the regular classroom courses are full.
- Mike suggested adapting the online Intro to ANGEL for student use.
- Bob McGovern explained that he created short videos about ANGEL in Jing for his students.
- Joe asked if Norah could do another orientation about 10 days into the term to pick up the stragglers and those that are having difficulties navigating in ANGEL. Norah agreed to schedule this orientation.

- Norah will put the video orientations, self-assessment workshops and other materials that would be helpful for student retention in the online student community to be accessed before the term begins.
- Linda Wang posts a PowerPoint orientation for her students to access. Norah suggested this should be done in all the courses. She also explained that Sandy Varone, unable to attend the meeting, teaches her first class at orientation to familiarize the students with ANGEL.
- Norah will schedule a workshop on Agents and will refresh the online certification course. Karen said faculty should identify needs and give that information to Norah for her revision.
- Joe asked if time could be set aside for special attention to specific needs of departments because different departments have unique needs.
- Marie Maber and Bob McGovern provide fellow faculty with full access to course materials. Linda Servidio explained that the nursing courses have to use the same shell.
- The ESMP 2020 states that all courses will be web enhanced.

### **Quality Matters**

The Quality Matters Rubric will be adopted by the College to guide course design for fully online courses. One issue that concerns the committee is that if the rubric is implemented, faculty will be told how and what to teach and the rubric could be used as faculty evaluation.

Norah explained that the rubric offers guidelines for course development, provides a peer review system of course design and addresses standards that should be met in both face-to-face and online courses. The College must maintain standards and, currently, there could be courses that don't meet the QM, particularly older courses that have not been revised.

A discussion followed:

- Karen said it is important to have design standards to be met by faculty.
- QM can be used as a tool to do a self-assessment of a course.
- There is a disparity between face-to-face and online evaluations.
- Some faculty/deans have not had the opportunity to view online courses.
- Carey explained that in a face-to-face evaluation, only a "snapshot" of the course is seen. An online course can be really scrutinized.

Norah summed up the discussion stating that the bottom line of the QM is to make students more successful.

Miscellaneous:

- The TLC Advisory Committee will meet twice a term.
- April 1: TLC Roundtable
- April 28: TLC Open House
- Marie Maber informed the committee that she had switched to Prentice Hall textbooks, reviewed all of the material, and wrote a letter informing the publishing company of the difficulties she encountered. The Editor-in-Chief, Arts, replied, came to her classroom for an observation and was impressed with how Marie had incorporated the material in her course.