MEMBERSHIP

CTLTC Membership for 2014-2015

Libby Watts (Norfolk) – Chair Elect
Robert Guess (Chesapeake)
Jennifer D. Hopkins (Chesapeake)
Darryl Parker (Chesapeake)
Amy Bohrer (Virginia Beach)
Michael Williams (Portsmouth)
Cecilia Petretto (Virginia Beach)
Thomas Geary (Virginia Beach)
Beth Callahan (Office of Educational Accessibility) – Recorder
Corey Schmidt (LTA)
Alex Harrington (LRC)
Leroy Kierstead (015)
Iris Wang (eLearning)
Frank Futyma (Adjunct – VB)
Kristen Gregory - Batten Center for Teaching Excellence
John Morea - Ex Officio
1. Plan the Annual Technology Showcase as part of the college’s Learning Institute in May (innovative technology applications in teaching and learning).

2. Plan and coordinate with the Batten Lab for faculty workshops and training on technology as it relates to accessibility.

3. Coordinate with the Batten Lab to expand and organize professional development in technology and learning, including but not limited to: faculty volunteer presenters, outside local presenters, and sharing information via presentations or video from conferences.

4. Develop an FAQ area on the CTLTC website. The FAQ will answer faculty member’s questions that relate to technology and funding at TCC.

5. Identify a technology application(s), in addition to email, better suited for faculty input on governance matters.
Report for 2014-2015

Classroom Teaching and Learning Technology Committee


1. Plan the Annual Technology Showcase as part of the college’s Learning Institute in May (innovative technology applications in teaching and learning)
   a. A subcommittee worked on the event. It was headed by Tom Geary. Libby Watts, Tom Lee, Amy Bohrer, Alex Harrington, Frank Futyma and Corey Schmitt were also on the committee.
   b. Approximately eight people will demonstrate “tips and tricks” in gaming area of the Student Center in Chesapeake on the first day of the Learning Institute.
   c. Three volunteers were selected to give short presentations on what they use the iPad for in the classroom on the second day of the Learning Institute.

2. Plan and coordinate with the Batten Lab for faculty workshops and training on technology as it relates to accessibility.
   a. Beth Callahan has conducted numerous sessions through the Batten Centers to educate people on accessibility. See the Batten Lab schedule for details.

3. Coordinate with the Batten Lab to expand and organize professional development in technology and learning, including but not limited to: faculty volunteer presenters, outside local presenters, and sharing information via presentations or video from conferences.
   a. Kristen Gregory, a Batten Lab Manager, has now been added in as a regular voting member
   b. Kristin Gregory, Iris Wang and Jennifer Hopkins created a survey on what type of training faculty would like in terms of technology. The survey was sent out to all faculty and the results are in.
   c. The results will be sort through and the CTLTC will advance recommendation to the Batten Center for Excellence on what training should be offered as it relates to classroom technology. This will be continued in the charges for 2015-2016.

4. Develop a FAQ area on the CTLTC website. The FAQ will answer faculty member's questions that relate to technology and funding at TCC.
   a. Currently we have a blog where faculty can participate in the discussion of what questions they have in regards to technology and funding.

5. Identify a technology application(s), in addition to email, better suited for faculty input on governance matters.
   a. The CTLTC used various technologies to communicate throughout the academic year. In place of email we used SurveyMonkey and Google Docs. With Google Docs we were able to compile input from all matters as it related to iPads and recommendations for the Computer Distribution Policy to be used college-wide at
TCC. SurveyMonkey was used to gather preferences on meeting times and locations.

b. The CTLTC always had a quorum, and this is due partly because we always had a web conferencing option. Here are the web conferencing tools we tested and our feedback on them:
   i. Webex
      PROS: Easy to set up and use. A link can be sent out in advance that make it possible for participants to join via a phone, PC or mobile device. The session can be recorded.
      CONS: The college pays for the service and it’s limited. Only a select few have access to it.
   ii. Blackboard Collaborate
      PROS: Also easy to set up with a couple of options. You can have everyone join through Blackboard, or send a link like with WebEx. Also, anyone has access as long as they have the link. This service is already available with our Blackboard service. It's it possible participants to join via a phone, PC or mobile device. The session can be recorded.
      CONS: A little difficult to use the first time as it requires certain plugins to be installed in order to run. There isn’t an option to call in with a phone.
   iii. Google Hangouts
      PROS: It’s easy to use and everyone has a TCC Gmail account already. The video quality is really good. This was the preferred option amongst our committee. It's it possible participants to join via a PC or mobile device. The session can be recorded.
      CONS: You can’t send a link far in advance. You can send one as soon as you start the conference. Participants should be logged into their Gmail accounts and will receive an invite once it starts. It is supposed to have a phone option, but we have not tested this out yet.

c. We will continue to work on a package to give all governance committees to use for meetings and communication. The package will consist of: training, a webcam, wireless mouse and/or keyboards, information on various web conferencing and a Blackboard organization shell.

**Other Reports**

1. Membership - We added three new membership positions to our committee this year. They include a Batten Center for Teaching Excellence manager and two adjunct faculty
Appendix

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2. DRAFT of Computer Distribution Policy p.6-12
Purpose and Mission of the CTLTC

Purpose:
The Tidewater Community College Classroom Teaching, Learning, and Technology Committee (CTLTC) brings together faculty, staff and students in order to make informed decisions, sustain collaborative change and develop better strategies for using technology to improve teaching and learning in the face-to-face environment. The CTLTC serves in an advisory capacity to the Vice President for Academic Affairs/Chief Academic Officers on a regular basis, e.g., on faculty development initiatives, internal grants programs and budgets that affect resources and/or support services available to improve teaching and learning with technology.

Mission:
The CTLTC is a governing body which brings together the voices of faculty, staff and students from each TCC campus. The forum advises the Vice President for Academic Affairs/Chief Academic Officers and sustains the collaborative change needed to improve teaching and learning opportunities through the use of technology in the classroom.
Policies and Procedures

Subject: Computer Distribution Policy

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1. **Purpose**

   The purpose of this policy is to establish the process whereby full-time teaching faculty will obtain TCC provided office and mobile computing devices for use at Tidewater Community College.

2. **Policy**

   Full-time teaching faculty members are provided a desktop\(^1\) or laptop\(^2\) office productivity computer.

   Full-time teaching faculty members are provided an option to request a TCC supported mobile computing device\(^3\).

   All teaching spaces can have the ability to display a dedicated computer and the TCC provided mobile computing device.

3. **Responsibilities**

   The Office of Information System (OIS) provides a desktop computer for all new full-time faculty at TCC who conduct work in a dedicated office space. New full-time teaching faculty may request within the first six months of employment a laptop in replacement of the desktop computer via a notification sent to the college helpdesk. (822-2457, helpdesk@tcc.edu).

   The Office of Information System (OIS) specifies, purchases, configures, and supports TCC office and mobile computing devices. Support may include but is not limited to network connectivity, email, operating system, software and hardware maintenance, enterprise solutions, repair, and replacement.

   Learning Technologies ensures that mobile computing devices provided by TCC can be displayed in all teaching spaces which adhere to the Classroom Technology Standard (https://insidetcc.tcc.edu/asa/pdfs/Classroom_LTS_v_1_9.pdf).

   TCC office and mobile computing devices will be replaced in accordance with the OIS process for information technology equipment replacement.

   Mobile computing devices provided by TCC will be distributed to full-time teaching faculty who submit a request form (https://insidetcc.tcc.edu/forms.htm). The request form must be approved by the faculty member’s assigned supervisor (ie. Dean or Director).
Full-time faculty have the option to receive training on his or her office computing device (desktop or laptop). This will include an orientation to TCC supported software and hardware. Training can be requested through the college help desk.

- Email: helpdesk@tcc.edu
- Phone: (757) 822-2457
- Webform: https://www.tcc.edu/secure/forms/fshelprequest.php

A TCC Batten Center for Teaching Excellence manager or coordinator will conduct or facilitate a mobile computing device orientation, following a supervisor’s approval, which demonstrates the basic functionality, connectivity, and usage of the mobile device.

Following, a faculty member participating in the tablet orientation the Batten Center campus manager or coordinator will disperse the mobile computing device.

TCC mobile computing devices are college issued equipment and must be returned in accordance with college practice in the event that a faculty member is no longer teaching full-time at TCC. (https://insidetcc.tcc.edu/hr/documents/HR-20Rev07-13.pdf)

4. Procedures

The following procedures will be followed.

4.1. Office Productivity Computer

Upon the hiring of a new full-time teaching faculty member the assigned supervisor shall notify the college that an office computer is required via an email to the college helpdesk (822-2457, helpdesk@tcc.edu).

- The supervisor will include in the email the new faculty member’s name and office location.
- OIS will provide, configure, and install a desktop computer and phone if these devices are not already in the location designated.
- Office computers will be replaced within the OIS process for information technology equipment replacement.
4.2. **Office Productivity Device Selection**

Upon availability, full-time teaching faculty may request a TCC approved laptop in lieu of a desktop computer via an email to the college helpdesk (822-2457, helpdesk@tcc.edu).

- OIS will provide, configure, and support the laptop computer.
- The desktop can be substituted for a Microsoft Surface Pro tablet by the requesting faculty member.
- Laptop computers will be replaced within the OIS process for information technology equipment replacement.

4.3. **Mobile Computing Device**

All full-time teaching faculty may request a TCC approved mobile computing device that will be used to conduct college business.

- Requests for the mobile computing device are made by the faculty member via an online form submission (https://insidetcc.tcc.edu/forms.htm).
- The requestor’s supervisor receives and must approve the faculty member’s request form (https://insidetcc.tcc.edu/forms.htm).
- A Batten Center campus manager or coordinator will disperse the supervisor approved mobile computing device and provide an orientation which demonstrates the basic functionality, connectivity, and usage of the mobile device.
- Mobile computing devices will be replaced within the OIS process for information technology equipment replacement. The Batten Labs will provide required training on the changes from one mobile computing device to a newer one.
- Upon availability, faculty may request mobile computing device accessories via the Instructional Technology Resource Request Form (https://www.tcc.edu/secure/forms/itf.php).
4.4. Office and Mobile Device Service Requests

Repair or service: If the Office or Mobile device needs service (software, app, operating system installation, damage, repair) the Faculty member must report the issue to the Helpdesk via one of the below options.

- Email: helpdesk@tcc.edu
- Phone: (757) 822-2457
- Webform: https://www.tcc.edu/secure/forms/fshelprequest.php

Classroom display support: For help with connecting to the classroom MPS the Faculty member must contact Learning Technologies via the local campus LT office or via the Helpdesk through the above means to schedule a training and demonstration session.

LT Office Phone Numbers:
- Virginia Beach: 822-7159
- Chesapeake: 822-5340
- Portsmouth: 822-2264
- Norfolk: 822-1121

4.5. Loss, Damage or Theft

Repair or service: If the Office or Mobile device needs service (software, app, operating system installation, damage, repair) the Faculty member must report the issue to the Helpdesk via one of the below options.

- Email: helpdesk@tcc.edu
- Phone: (757) 822-2457
- Webform: https://www.tcc.edu/secure/forms/fshelprequest.php

Loss or Theft: In the event of loss or theft the faculty member must notify the Office of Information Systems immediately via one of the contact options listed above, at which point OIS will provide the faculty member with instructions on how to proceed.
After Hours: Contact campus security for instructions on how to proceed.

OIS may use the device’s GPS data to determine the location of the mobile device and will provide this location information either to the faculty member or to local law enforcement to aid in the recovery of the device.

Replacement of lost, stolen or damaged computing devices will be evaluated on a case-by-case basis.

5. Definitions

**Desktop Computer:** A desktop computer (or desktop PC) is a computer that is designed to stay in a single location. It may be a tower or an all-in-one format. It includes college provided widescreen monitor with touch functionality. Unlike laptops and other portable devices, desktop computers cannot be powered from an internal battery and therefore must remain connected to a wall outlet.

**Laptop:** Laptop computers, also known as notebooks, are portable computers that you can take with you and use in different environments such as offices, classrooms or in the field. They include a screen, keyboard, and a trackpad or trackball, which serves as the mouse. Because laptops are meant to be used on the go, they have a battery which allows them to operate without being plugged into a power outlet. Laptops also include a power adapter that allows them to use power from an outlet and recharges the battery. College provided laptops include a docking station to connect a wired mouse, keyboard or additional devices.

**Mobile Computing Device:** A mobile computing device is a tablet, or tablet PC which is a portable computer that uses a touchscreen as its primary input device. Most tablets are slightly smaller and weigh less than the average laptop. Some tablets include fold out keyboards. TCC supports the Apple iPad.

6. Review Periodicity and Responsibility

The Classroom Teaching and Learning with Technology Committee shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions.
7. **Effective Date and Approval**

This policy is effective upon its approval by the College President on ______________.

Policy Approved:

Edna V. Baehre-Kolovani, Ph.D. President

8. **Review and Revision History**

This is the first version of this policy.