



**Student Success Committee
Board of Trustees
Massachusetts Bay Community College
8:00 – 10:00 a.m.
Tuesday, September 22, 2020
WebEx Meeting**

MINUTES

Board Members Present: Pam Lassiter, Chair; Sandra Lish; Thomas Peisch; Mikael Pyrtel, Rodolpho Sanz and Diane Schmalensee

Staff Members Present: Marina Bograd, Associate Professor, Science, Technology, Engineering & Mathematics; Neil Buckley, Vice President for Finance & Administration; Christopher Danielle, Coordinator of Instructional Technology; Lynne Davis, Dean of Health Sciences; Carlyon Crotty Guttilla, Adjunct Faculty, Humanities & Social Sciences; Courtney Jackson, Vice President for Institutional Effectiveness and Strategic Initiatives; Lynn Hunter, Vice President for Academic Affairs and Provost; Chitra Javdekar, Dean of STEM; Elizabeth Kinsman-El Khider, Executive Assistant to VP for Academic Affairs & Provost and recording secretary; Christopher La Barbera, Assistant Provost; Nina Keery, Interim Dean of Humanities and Social Sciences; Robert Lilley, Dean of Automotive Technology; Susan Maggioni, Dean of Business and Professional Studies; David Podell, President; Bernadette Sibuma, Assistant Director of Online Learning, Jeremy Solomon, Interim Director of Marketing and Communications and Richard Williams, Associate Dean for Student Success

CALL TO ORDER AND INTRODUCTIONS

After establishing a quorum, Chair Lassiter called the meeting to order at 8:01 am. Trustee Schmalensee motioned, seconded by Trustee Lish, to accept the minutes. The motion was adopted to approve the June 2, 2020, minutes.

The motion passed via the following roll call vote: Trustee Lassiter – YES; Trustee Lish – YES; Chair Peisch – ABSTAINED; Trustee Pyrtel – YES; Trustee Schmalensee – YES; Trustee Sanz – YES;

REMOTE AND ONLINE INSTRUCTION

President Podell discussed the challenges the College faced during the Spring semester as a result of COVID-19 and how we worked to address them. For example, the Purchasing Department quickly jumped into action to purchase computers for those in need and our Information Technology Department worked quickly to get the laptops set up and out to those who needed them. He also discussed difficulty faculty faced during the Spring semester due to the pandemic as faculty had little to no time to convert from face-to-face classes to remote versions. MassBay quickly introduced training to assist faculty and staff with navigating this new working environment. President Podell introduced Christopher Danielle, Coordinator of Instructional Technology; Christopher La Barbera, Assistant Provost, and Bernadette Sibuma, Assistant Director of Online Learning, who worked to train faculty and staff. He also introduced Carlyon Guttilla,

Adjunct Faculty, Humanities & Social Sciences and Marina Bograd, Associate Professor, Science, Technology, Engineering & Mathematics who co-chaired the ad-hoc remote committee that put together documents to assist faculty.

Christopher La Barbera, Assistant Provost, presented an overview of MassBay's history of online courses. MassBay's first online/hybrid class was taught in the Fall 2002 semester. Since then all of our online courses have been designed in our Learning Management System (LMS). The LMS system at MassBay, Blackboard, has been in use since 1999. The Blackboard system allows faculty and students to post course content. It is a webpage publisher version of their class that allows faculty to instruct the class. Fully online courses are defined as asynchronous means they do not have the set meeting time and date each week. Assignments are posted and students are given an amount of time to complete them, providing students more flexibility.

Bernadette Sibuma, Assistant Director of Online Learning, discussed the online course building process for faculty who want to teach an online class. Faculty first approach their Dean who will provide them with the application once the course is approved. Faculty will complete and submit their proposals to adapt to the Online Learning Office. The Online Learning Office works with faculty to help them understand the standards. Faculty who are new to teaching online are asked to first complete an Online Institute program. During the COVID crisis, live trainings were offered to help expedite the process. After training, faculty will begin working on their Blackboard course shell. Once completed, the shell is reviewed and approved for delivery. Normally the process to develop an online course takes about 15 weeks, but during the COVID crisis some faculty were able to develop courses in as little as four weeks.

Christopher Danielle, Coordinator of Instructional Technology, discussed the workshops offered by the Office of Information and Technology to faculty, staff and students to help prepare them for the move to remote. These workshops focused on using Blackboard, WebEx, PowerPoint and Lecture Capture. He reports that 157 faculty members attended the workshops in March and in April. In June, we had 51 faculty members and in July, we had 23 faculty members participate. He points out that the reason for the decrease in participants was due to the majority of faculty attended those trainings in March and in April. He was able to record these trainings and pair them down to produce helpful training videos. Trainings were held live until the building closed and then they were offered online.

Lynn Hunter, Vice President for Academic Affairs and Provost, describes how the ad-hoc committee was formed. Administration recommended that faculty determine the difference between remote and online courses. Representatives of the committee were selected from each of the five academic divisions. Both full-time and adjunct faculty were selected for the committee. Members from a few of the Governance committees were selected to join the ad-hoc committee as a representative of their Governance committee. The Committee's first charge was to develop definitions for remote, online and blended courses.

Carlyon Crotty Guttilla, Adjunct Faculty, Humanities & Social Sciences, discussed the process the committee used in order to come up with clear definitions of a remote course and an online course. Before starting their work the committee reviewed data from a student survey and a faculty survey that the committee created. They then reached out to different areas of the College to find out what their needs were. Items that the Committee produced were the definitions of the different types of courses being offered at the College, a Tips and Tricks document to better assist students, an updated Syllabus Template, and a Tips for Remote Teaching document for faculty.

Marina Bograd, Associate Professor, Science, Technology, Engineering & Mathematics, discussed the make up of the committee. She also gave an overview of the documents that were produced by the committee to better assist the faculty and staff and the positive impact these documents have had. For example, a Sharepoint site was created so all the tips and tricks that worked, suggestions, and lessons plans could be shared. The College also offered two student success session to all new incoming students to help them succeed in a remote learning environment.

Richard Williams, Associate Dean for Student Success, discussed the survey that was sent out to students and reported that there were three key themes that were seen in the survey. The first was that students appreciated quick responses to their questions. The second was setting up a clear process, and the third was the expectation that faculty would be understanding. He also discussed the move to an online orientation and gave an overview of what the online orientation looks like.

ADJOURNMENT

Trustee Schmalensee, motioned, seconded by Trustee Silva, to adjourn the meeting. The motion was approved and the meeting was adjourned at 9:42 am. The next meeting is scheduled for Tuesday, November 17, 2020.



Pam Lassiter
Chair
MassBay Community College

Date



12.08.2020

David Podell
President
MassBay Community College

Date