*April 22nd, 2025*

1. Call to Order and Attendance

(Note: Attendance is documented based on those individuals who type their name in the chat box.)

1. Acceptance of Agenda

(Note: If there are no updates or edits, the agenda will stand accepted as written.)

1. Approval of Minutes from the March 25th, 2025 meeting.

(Note: If there are no corrections, the minutes will stand approved as written.)

1. Reports
* Curriculum, Instruction, and Assessment Office + Digital Learning Innovations: Julia Fuller reports 1) ALG Grant recipients announced, several from KSU shown here: <https://www.affordablelearninggeorgia.org/newsroom/article/spring-grantees-alg-awards-471k-to-open-and-affordable-education>

Encourage your faculty to reach out to these award winners to use their course resources too.

2) DLAC Digital Learning Policy Checklist approved a few meetings ago, but there are a few additional changes added after review by the Deans, planning to add those and change name from Checklist to Discussion Guide, no access to update it yet because of website updates, when ready will send out new link to the Discussion Guide, remember its for DLAC and faculty who are revising college policies.

3) DLI has upcoming workshops, please share with faculty: GenAI (GACD) - May 12th, Multimedia Essentials Workshop (MEW) - May 12th, SCD - May 12th & June 23rd, Essential Course Facilitation Strategies - June 9th.

4) Inscribe Communities still available, recommend faculty create one community and use it for multiple sections of a course, consider trying it out this Summer, reach out to DLI for support and consultation help.

-Anissa Vega reports: BOR meeting on 4/16 approved policy which asks Universities to establish policy on AI, including specific items that have to be addressed, no timeline established yet, plan now is to form committee and have something drafted before Fall 2025. Please consider volunteering.

 Karen Doster Greenleaf asks what is the intention of this policy? Anissa responds this policy is for academic contexts.

* UITS: no report; Juile Moore asks for update on deletion of old D2L course shells, Brichaya Shah responds: if you want to save course templates, please work with your college Instructional Designer who will help you preserve them, will be on a case by case basis, and do so the sooner the better as deletion will occur in June, so get with your ID before June.
* KSU Library: Karen Doster-Greenleaf reports 1) Over the summer, all USG libraries shifting from catalog system to new system in July 2025, any permalinks to current catalog materials will not work in Fall 2025. Reach out to your collegiate librarian for help, find them here: <https://www.kennesaw.edu/library/news/stories/ksu-collegiate-librarians.php>, can’t prep for Fall semester until new system is live, but will help as they can now. 2) Libraries getting new websites this summer too, so any links to libraries sites will not work in Fall 2025, reach out to collegiate librarian for help.
* Registrar’s Office: no report
* Affordable Learning Georgia: see CIA Office Report above.
* College Distance Learning Coordinators: no report
* Other: none
1. Unfinished Business
* [D2L NavBar](https://kennesawedu.sharepoint.com/%3Aw%3A/s/Team-DLACGeneralCommittee/Eb47yMNycthBppYPglBLHWcBorIkEER5hRO0uB8W10oEzA?e=gECA1g) – Karen Doster-Greenleaf reports UITS is just waiting for this committee's approval to move forward with the D2L NavBar, this committee’s approval will mean that UITS will now have the green light to go and enter it into D2L as a default. This summer will be a soft roll out and then it will become the permanent default NavBar before fall semester. This will be the default NavBar and there'll be one other one, which is the current default, which we will call the Legacy NavBar. UITS and DLI can also provide any guidance for faculty that want to personally customize, again, this is the default navigation bar, this does not mean that faculty that have a lot of experience with bright space or have a certain way that they want their NAV bar to look, can't continue with those customizations. This is just for faculty who don't have any interest in customizing their NAV bar, particularly for connecting the faculty and our students to resources that will be really essential to increasing student success. Any questions?
	+ Yvonne Earnshaw asks: I noticed that the Attendance tools has been removed, why is that?
	+ Anushua Poddar responds The tools that were picked were based on suggestions as the most popular ones and the most widely used ones. This design of the new NAV bar was based on the feedback that we received. There was a committee that decided what tools need to be under faculty resources and those are the ones that we've added. But just know that the attendance tool can be accessed through the course admin tool.
	+ Yvonne responds: I just wanted to make sure it wasn't going away. 'cause I heavily use it.
	+ Deborah Mixon-Brookshire motions to approve the new NavBar, Cristen Dutcher seconds, vote passes.
* DLAC officer elections and review of membership status, Uli Ingram begins: Lindsay, do you have our list of the current roster that might or might not show the membership status? So if you can review this as we sit here and see if you know, if you're rolling off or anything is incorrect here. The column H and I shows the start and end of when you joined the committee and when you're rolling off. So we've had problems in the past to get information maybe about some new members joining. So we want to make sure that this is correct, since we're going to vote and launch the next year's Executive committee. If you notice anything that is wrong here then please either put it in the chat or just e-mail Lindsay after the meeting. But we want to make sure that this is accurate and then this is going to be on the DLAC website.
	+ Turaj Ashuri asks: are there term limits on how many years a person can serve on the committee?
	+ Uli responds yes, you’re elected for 3 years by your college, do you see your name here?
	+ Turaj responds: yes, I’m at the end of my term, so I need a replacement, right?
	+ Uli responds The colleges should have run their elections already, so if you’re not re-elected then you roll off, but if you are an appointed member of your college, you’ll have to check with them to see if you’re still in. Lindsay, how do we update the end date?
	+ Lindsey Salimbot-Skinner responds: That is something that isn't reflected in the form that curriculum has made for where people are able to update their membership because this committee is special in that there's a lot of people who are, like the appointed in charge of digital learning of their college. And so they will be serving in this position until they stop being in charge of digital learning. And that's not information that I get until I ask where somebody mentions it. So I'm gonna work with curriculum to see if we can get that reflected in the form also. You are required to fill out a form yourself if there's going to be a change. So if you got reelected and you're the representative again, then just fill it out and add your new expiration date. And if you're leaving, you also have to fill out that form to say that: <https://app.smartsheet.com/b/form/6e249124fce34d799e8052efa135d2f2>
	+ Uli asks: For newly elected people that are not currently on DLAC also need that form to fill out themselves, right? How do we get it to them?
	+ Lindsey responds: Yeah, it's on the DLAC website, but what I found is that a lot of people forget that it is.I was also under the impression that this was something colleges would be sharing as well.
	+ Julia Fuller comments: So it sounds like there's a couple things. If the college representatives can make sure that the newly elected people complete the form, and then those who are staying on the committee because they were voted on again, they need to complete the form. But what about associate deans, do they need to complete the form Lindsay or are you taking care of those people?
	+ Lindsey responds: Its supposed to be self-reported through the form.
	+ Anissa Vega comments: Any time we want to update an individual committee member, yes, there's a form that's a great way to do it. However, we do typically at the end of the spring semester, send each of the curriculum focused associate Deans, a spreadsheet where they can update those elected into the shared governance bodies across all of them. So they are working on that actively, I believe. And we try to make it as easy as possible for them. So there’s one time that we do the spreadsheet each year and hopefully your college is working on that.
	+ Uli comments: Lindsay, if you can remind me we're doing elections for every single position, correct. Nobody's staying on, or the people that are staggered.
	+ Lindsey responds: I haven't heard if anyone is staying on, so I'm under the assumption that word reelecting everyone.
	+ Uli continues: So we have the chair, we have the assistant chair, we have Secretary…
	+ Lindsey adds: Committee chair, Associate chair, Recording secretary, two at large members and the Faculty Senate liaison.
	+ Uli continues: Thank you, So these are the positions we'd like to fill and we'll run the elections today. So if you know that you're going to come back in the fall of 2025 and you are interested in any of these positions, you can ask us any questions of what the workload entails. And there's a short description right now on the screen here. The committee chair runs the meetings, presides the meetings. We have a meeting that is an Executive Board meeting once a month and then we have the general meeting once a month and they both take place on Tuesdays at 12:30. And they're always virtual. Then we have the associate chair that really only has to preside on the meetings if the chair is absent, and then we have the Recording Secretary. Cristen can speak to that. But she takes our notes. She records our meeting. Then we have the two at large members that serve for one term and then we have a faculty Senate liaison. Ideally, that person will also be serving on the Faculty Senate. Any questions about these positions? Are there any nominations? These can be nominations in the chat, either self- nominations or nominations. If you ask somebody if they would be willing to serve in this position. This is a university wide service commitment, so if you do want to get some service at the at the university level, this is a good opportunity. So we have Deborah for at large and then we have Cristen for recording secretary. Thank you, both for staying on. Anybody else? And again, there might be some people that are potentially willing to serve that are not here today. So we'd like to fill as many of these positions as possible. We have anybody who's currently on the Faculty Senate who might be interested in that position, that liaison. OK. Julie, do you have any particular interest in a position? I know you said you're happy to serve where needed.
	+ Julie Moore responds: No, I have served as chair of this committee before. I'm willing to do it again, but I'd much rather somebody else have that experience in that line. I don't really need it at this point, but if that's that or associate chair or at large, any of those is fine with me.
	+ Uli continues: Just for reference, this is a very, very nice committee. We have a lot of support from obviously Julia and Anissa. We are helped by Lindsay along the way, so if you do want to take this on again, we are looking for chair, associate chair, and then we're seeing some other nominations. We have faculty Senate, Jessica. OK, perfect. And then Peter continuing as member at large, right. And I believe that if we don't fill some positions today that we will have to have follow up elections.
	+ Cristen Dutcher comments: we just need an associate chair and a chair.
	+ Deborah Mixon-Brookshire comments: I can do associate chair instead of the at large member if we need that field if Julie's willing to do the committee chair, Julie? Come on, Julie. We can do it together.
	+ Julie Moore responds: I think that's the pure definition of throwing someone under the bus. No, I'm. I'm. I'm willing to serve if that's where you need me.
	+ Uli comments: Thank you. That would be awesome if you guys are willing to do that. So right now, as far as I can track this in the chat, Julie, as the chair, Deborah as the associate chair Cristen, as the recording secretary and we have Peter as at large and then Jessica as faculty Senate liaison, and then we need one more at large Member unless I missed that? No. All right. But that's already great. I'm happy to proceed with this slate, so I would suggest is there a motion on the floor to vote for this slate? We're going from committee chair all the way down to liaison. We're just missing one position for the at large member, which we can fill in a future meeting. Is there a motion to vote for this slate?
	+ Deborah Mixon-Brookshire moves to approve the slate, Peter Fielding seconds, vote passes.
1. New Business
* [Artificial Intelligence, B.S. Program of Study Modality Modification](https://kennesaw.curriculog.com/proposal%3A18831/form): Svetlana Peltzverger reports that this is a new program just approved by UPCC, all the courses for the program are online except for 2, which will be developed for online use in Spring 2026.
	+ Uli Ingram asks: are there hybrid courses? The program has both online and face to face modalities for the courses, and students can take the modality of their choice, but do not have to mix modalities, which is the definition of hybrid for this purpose.
	+ Deborah Mixon-Brookshire moves to approve modification, Zhigang Li seconds, vote passes.
* Review DLAC Bylaws for accuracy: Julia Fuller reminds the committee that they were asked to review Bylaws and asks if anyone has any proposed changes or suggestions after reviewing them? No responses from committee.
	+ Julia suggests that for continuity, should Assoc Chair automatically roll into Chair position the following year, could that be added to Bylaws? Julie Moore comments that Bylaws say that is the intention, but it is not required, and can easily be updated.
1. Announcements
* Next DLAC Executive Committee meeting: May 5th, 2025 (Transition to new committee board)
* Next DLAC General Committee meeting: TBD

Meeting schedules with links, agendas, and minutes can be found on the DLAC website: https://dlac.kennesaw.edu

1. Adjournment

Attendance

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| **Name** | **Area** | **Attendance** | **Voting Status** |
| Yvonne Earnshaw | BCOE | X | Voting |
| Julie Moore | BCOE | X | Voting |
| Deborah Mixon-Brookshire | COLES | X | Voting |
| Cristen Dutcher | COLES | X | Voting |
| Christopher Welty | CACM |  | Voting |
| Hussein Abaza | CACM |  | Voting |
| Zhigang Li | CCSE | X | Voting |
| Svetlana Peltsverger | CCSE | X | Voting |
| Joy Brookshire | CSM | X | Voting |
| Pengcheng Xiao | CSM |  | Voting |
| Jessica Stephenson | COTA | X | Voting |
| Peter Fielding | COTA | X | Voting |
| Brian Etheridge | KSU JOURNEY |  | Voting |
| Uli Ingram | RCHSS | X | Voting |
| Kris DuRocher | RCHSS |  | Voting |
| Turaj Ashuri | SPCEET | X | Voting |
| Greg Wiles | SPCEET | X | Voting |
| Kandice Porter | WCHHS | X | Voting |
| Mia Oberlton | WCHHS | X | Voting |
| Anissa Vega | Academic Affairs | X | Non-voting |
| Brichaya Shah | DLI | X | Non-voting |
| Julia Fuller | DLI | X | Non-voting |
| Karen Doster-Greenleaf | Library | X | Non-voting |
| Danielle Herrington | Registrar’s Office |  | Non-voting |
| Anushua Poddar | UITS | X | Non-voting |
| Nasrin Dehbozorgi | Academic Affairs |  | Non-voting |
| Arvin Johnson | Chairs’ & Directors’ Assembly |  | Non-voting |

Guests: Iarra Miller, DLI; Ashley Moore, DLI; Garima Banerjee, DLI; Sanjoosh Akkenini, AA; Kathryn Morgan, DLI; Michael Kingston, DLI; Holly Sedys, DLI; Marcus Green, DLI; Milya Maxfield, DLI