*February 25, 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.)

-Julia Fuller requests: Could someone make a motion to table the DLI Nav Bar discussion. We have been testing the links and found that it couldn't pass our technical tests. So there are some things that need to be adjusted and fixed in that regard. I've already reached out to Karen Doster-Greenleaf and let her know that we could definitely recommend changes to the proposal before it would be -reviewed again at a future meeting, if someone was able to make that motion.

-Uli Ingram asks is there a motion on the floor to remove that from this agenda moved to future meeting?

-Deborah Mixson-Brookshire responds: This is Deborah, I motion to remove the D2L NAV Bar from this agenda.

-Uli Ingram asks: Is there any second?

-Peter Fielding responds: Glad to second.

-Julie Moore responds: Julie, this is a second.

-Uli Ingram comments: Thank you, we got 2 seconds. So Lindsey, if you can update that, we'll remove it from this agenda. And then during the next executive meeting, we'll decide if it will go on to the March agenda

1. Approval of Minutes from the January 28, 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: just a couple of pieces of information for you. As all of you are aware, KSU has integrated into D2L a new Community tool called Inscribe and it is for supporting area 1.3 of our new strategic plan. You probably also remember that this platform fosters a sense of community. It enhances connections between students and faculty as well as our student support offices. We have let people know that it is FERPA compliant and so it does secure student information and has full support from KSU. Last time we met I mentioned that there was going to be an announcement going out from UITS as a D2L announcement to make faculty aware that. It is now available and we have had several faculty who already started integrating the Inscribe into their D2L courses. And we just wanted to let you know that it is available if faculty ask about it. If they could please reach out to their college level instructional designer to help support them with integrating it, they may like to do a small pilot test this spring, maybe roll it out in the summer or fall. But here is a web page that DLI created that has even more information: <https://www.kennesaw.edu/curriculum-instruction-assessment/digital-learning-innovations/faculty-development/inscribe_community_tool_d2l.php> For faculty who want to learn a little bit more, you can please share that web link with them. The second thing I wanted to announce was regarding the digital course repository. Every semester, course designs can be submitted, and then they're reviewed by some peer reviewers, and this this time the deadline is March 15th. So any D2L course design can be for any modality as long as it exceeds the standards specified in the college level digital learning policy. Then it can be considered for the distinguished course repository. And so we just wanted to encourage you to contact your faculty and let them know that they may submit their course designs for consideration. We do have a DCR website which explains all of the details about what's required and the deadlines: <https://www.kennesaw.edu/curriculum-instruction-assessment/digital-learning-innovations/digital-innovation-projects/distinguished-course-repository.php>
* Julia Fuller asks: are there any questions about those two items? No questions.
* UITS
* Anushua Poddar reports: I have two quick updates, and they’re related to Respondus. I just wanted to remind everyone that now that we have moved to mobile credentials, we are getting tickets from instructors who are not sure how students are going to prove their identity since they don't have it. I just wanted to repeat one more time that the cards are available, but it's on their device. It’s available on your phone or you they can simply hold up a paper, show the name, and then put the phone away before they do an environment check. Secondly, Respondus Monitor is now coming up with a feature that will allow instructors the use of Microsoft Excel for online exams. This has been asked for by a couple of faculty from KSU, especially from accounting and the finance area. So if you or your department would like to participate in a survey to help Respondus build out this tool, please reach out via our service desk or any other means that you have. And that would be all.
* KSU Library
* Registrar’s Office
* Affordable Learning Georgia
* Julia Fuller reports: The affordable Learning Georgia team here at KSU is is all somewhat new at this particular point. We have received updates from the USG Group that supports ALG. The library is having actually it's today an ALG drop in session to help support any faculty who want to know more. And then also the ALG website does contain information regarding what to do. We're going to be discussing with the associate Deans on Friday, just as a reminder to ensure that any courses that use the no cost low costs are marked accordingly in banner so that we can have accurate tracking of that. But essentially, anyone who's interested in a future ALG. Grant contact Femi Jayeola, she's the librarian who helps to work with that. Also on the OER website you'll find the names of our DLI faculty fellow, and also one of our instructional designers who's helping to support ALG needs and regarding questions about the no cost, low cost.
* College Distance Learning Coordinators
* Other
* Svetlana Peltsverger asks: We started having discussion about [this page](https://oscqr.suny.edu/rsi/) in my college, and we're not sure what should we do about it?
* Uli Ingram comments: Julia and Lindsay, do we need to put this on a future agenda or is this something we can discuss right now based on our bylaws? If it wasn't on our agenda, I just want to make sure we're following procedure.
* Julia Fuller responds: Maybe it's actually the next one, the digital policy checklist that might help. There's a little bit of guidance in it in regard to this. It may be worthy of a future discussion, just so you know, people are understanding of exactly what it is and why.
* Uli Ingram comments: So the next item is an unfinished business item. So Julia's going to talk about the digital learning policy checklist.

1. Unfinished Business

* [~~D2L NavBar~~](https://kennesawedu.sharepoint.com/:w:/s/Team-DLACGeneralCommittee/Eex3Dm42Pb9LuUJIeANBiS8BJbtrdmiVaGyW7bQ3E5Nj2w?e=53Y6hU) ~~– Karen Doster-Greenleaf~~
* [Digital Learning Policy Checklist](https://www.kennesaw.edu/curriculum-instruction-assessment/digital-learning-innovations/digital-learning/index.php) – Julia Fuller reports: So essentially, we had a subcommittee. It was Yvonne Earnshaw, Jason Rodenbeck and Milia Maxfield. We got together and worked on a checklist for reviewing the digital policies, digital learning policies and we presented that to you at the last meeting. Since that time I shared it with Anissa and there were a few suggested changes to it in addition to what you had seen previously. Basically, just to emphasize that it is not a policy document, it's a guidance document and it contains critical components as well as recommended components for the digital learning policies. And it now is located the updated version is posted here: <https://www.kennesaw.edu/curriculum-instruction-assessment/digital-learning-innovations/digital-learning/index.php> on our digital learning page that hosts everyone's policies and I'm going to make sure that the associate curriculum Deans are aware that it is there and in that checklist there is some guidance regarding what Svetlana asked about in terms of the regular and substantive interaction. Essentially, that has to do with the NC-Sara and federal regulations that require online courses to have regular and substantive interaction. It's essentially built into the QM rubric. So if your college does use the QM rubric, you'll see a little bit of that there. But it's required in order for us to maintain our status with the NC-Sara, which governs the online programs
* Svetlana Peltsverger asks: I am just curious what we should do. OK, we have a policy. You know that having a policy doesn't mean anything. It's just a policy. Do we need to do something specific? We have office hours. It's a requirement that's not specifically for online. In faculty expectations, we require one hour of office hours a week for every course.
* Julia Fuller responds: So Svetlana, I think maybe it might be a discussion you and I can have because the majority of the colleges do submit their course designs and the DLI instructional designers are reviewing those courses and they, you know, are looking for those sorts of pieces during the review.But we can definitely talk about it and see if there's anything particular that you might want to address for your college based on your current practice for reviewing those courses.
* Svetlana Peltsverger asks: So if it's covered in rubric, we require interaction and when course goes through design, then we are covered. We don't need to do anything.
* Julia Fuller responds: Right. Whereas I believe most are essentially covering that during the review process and then you know, faculty acknowledge and recognize that that's an essential component,

1. New Business

* Updates to Modality Curriculog Form – Julia Fuller reports: The modality curriculog form that you typically see in Curriculog was recently updated by the office of CIA and as a result of that some minor revisions were necessary for the program modality checklist that it's been a couple months now that you saw that particular checklist I believe, and Kandace Porter was one of the DLAC members that help to support the development of that checklist. So the plan is now that that checklist has been updated to match the new curriculog form and the plan is to share that checklist with the curriculum Deans at the meeting this week so that way they can share it with their colleges, department chairs and typically you know it's used at the program level when they submit the changes for modality requests.
* [Faculty Guidebook for Digital Teaching and Learning](https://kennesawedu.sharepoint.com/:w:/s/Team-DLACGeneralCommittee/EcflRcisd4xLvXl_js71IiYBfW46Xbq5_tQH2yGLU-XMUA?e=QoUBne) – Julia Fuller reports: I wanted to give you a little bit of background. Several years ago, a larger DLAC committee developed this faculty guidebook for digital teaching and learning. And as some parts of it have changed or become outdated. A subcommittee was formed last year to review it and propose updates, so over the past year the subcommittee members have been Julie Moore, Deborah Mixon, Brookshire, Raanish Singh and they have contributed to the updates or the proposed updates for this document. Now it is a very lengthy document. I know that the committee just received it about a week ago. So for that reason, we do understand that a second reading might be necessary before the committee puts this to a vote, just to give additional time to look it over. But what I wanted to do here is just highlight the list of items that were added to this document and then also a few pieces that were revised. So in terms of additions we did add on the page where it lists the subcommittee that had worked on this document we listed the people who I just mentioned that were part of this new subcommittee. We also added an AI statement with a link to the CIA syllabus template that has some suggested AI language in it. We also added a section regarding the course review process, since that was something that hadn't been covered previously in in this document. There, wasn't a section regarding digital innovation projects such as uHoo, Inscribe and those sorts of pieces, so that section was added as well. And then in terms of revisions in the modality section, there were quite a few revisions in order to align that section with what the USG has come out with over the past year and also some new definitions for various course and program modalities. Also, the entire document was checked for links and then broken links or outdated links were updated as needed. As you know, the university has been undergoing a website change moving to a new Omni enterprise platform and so there were a lot of links in the document there that were ended up being redirects to the new website and so those were corrected as much as possible and anything that was broken was corrected. And then we also revised the DLI Professional Development Information section because that has been changed over the years and the accessibility section of the document was also updated somewhat. So if you haven't had a chance to look at this yet, the changes are tracked in this document. So if you were able to review them, you saw that already. But if there aren't any questions, I'll pass it over to the committee to decide whether they're ready to take a vote or whether they prefer to wait and have a second reading at our next meeting.
* Uli Ingram comments: I prefer reading it one more time, so if you're OK with the vote in March, then I would suggest. I'm happy to ask for a motion to suggest we'll move this to a vote item in in March. As far as I know the bylaws, I don't think we need to vote to move it to next month's agenda. So we'll just move it on to the next agenda when we have our next executive meeting.
* Elections and roster reminder – Lindsey Salimbot-Skinner reports: I went and read through the DLAC by laws as well as the references in the University handbook. So if you go to the DLAC website right here on the side and resources, you can click this and it will take you to this form. And you yourself are supposed to update this information, this information is not supposed to be something that other people on the committee go around and try to figure out. So once you have that type of information, if you get newly elected or I think in the university handbook, it says the current person in the position has to report this change. So if you are leaving DLAC this year, whether it's your term expiration or you can no longer continue your term. And so they're electing a new person. It's your responsibility to notify curriculum of this change and we have to have everything confirmed by April first. So elections are supposed to be happening in March. That's my little plea for everyone to stay on top of this so that we can make sure everything gets updated smoothly because even now I believe the roster that's posted publicly on the DLAC website is not completely updated. I have my own personal roster that is updated that I went and filled out last year. Please just stay on top of things. I know faculty are very busy and I understand that, but that's my little reminder so that you can keep track of things and make sure that you fill out the form so that we can have all of this information confirmed by April first.
* Uli Ingram comments: So for any college representatives, do we know anybody that your elections will be completed by March 25th? Because that would be the day we would have our next general meeting and have the election. And I don't know what the timeline is even right now. Does anybody have input from their own colleges and the timeline of your elections?
* Deborah Mixson-Brookshire comments: Yes, Coles has already done their election and Cristen Dutcher was re elected because I'm just a standing member, being the Coles Online program director.
* Lindsey Salimbot-Skinner comments: If that's the case, if you get re elected, you still have to go in and update your new expiration date. So it's a three-year terms, if you got re elected for this year, then you'll expire in 2028.
* Uli Ingram comments: The idea would be that we're holding elections and on March 25th and then I assume that if no positions, if there are any positions that are not filled, we would potentially leave those vacant and then call for a follow up election for the April meeting, I know in the past, sometimes we have to fill positions in August, but if you can look ahead if you can talk to those in your college, that would be great to have this roster updated so Lindsay and I know who to e-mail and who to add to the calendar entries.

1. Announcements

* Next DLAC Executive Committee meeting; March 4, 2025
* Next DLAC General Committee meeting: March 25, 2025

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 |  | 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 |  | Voting |
| Greg Wiles | SPCEET |  | Voting |
| Kandice Porter | WCHHS | X | Voting |
| Mia Oberlton | WCHHS | X | Voting |
| Anissa Vega | Academic Affairs |  | Non-voting |
| Brichaya Shah | DLI |  | 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; Milya Maxfield, DLI; Garima Banerjee, DLI; Michael Kingston, DLI; Kathryn Morgan, DLI; Sanjoosh Akkineni, Academic Affairs; Sarah Cooper, DLI; Marcus Green, DLI