*March 25th, 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 February 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: Anissa Vega reports first, colleges need to be completing college committee elections right now so that DLAC will know who’s on our committee in April. We’ll need to elect a chair in April so that we’re sure to be able to transition into the next academic year smoothly. Second, there is a current draft of the Digital Learning Faculty Handbook that has been shared with the group, and Julie Moore is collecting feedback on it.
	+ Julie Moore responds: thank you Anissa, and thank you to Jessica for making comments on it, we will make those changes, particularly the links that don’t work. Are there any other comments or suggestions for modifications? If not, we’d like a vote under Unfinished Business to get that approved by this body so we can finalize it and get it online.
	+ Uli Ingram comments: I made some comments offline because the document was already so heavily tracked, but the things that I found were minor, like a word missing, and I’m happy to send you those, but we can still vote pending slight fixes.
	+ Julie Moore responds: that would be great, thank you.

Anissa continues: the last announcement I have is to announce the AI Fair, the Artificial Intelligence Fair. We have 3 areas of focus, one using AI in teaching and learning including a student panel that I’m excited about, they will be sharing how students are using and viewing AI in their own learning. Then we have a DLI team member presenting about teaching and learning with AI. We have 2 presentations regarding using AI in your research and we also have 2 presentations on using AI in your work productivity or the administration of your day. There’s also a room where there will be multiple tables set up with poster presentations and hands on experiences. We have visitors from Microsoft and Jeanne Law is our keynote speaker on the 1st, which is virtual. The presentations and the fair on the 2nd will be at the Kennesaw Campus. All of the same content from the 2nd will move to the Marietta Campus on the 3rd, so there’s no need to attend both the 2nd and the 3rd, that’s duplicate material. As part of this, we’ll be launching a Teams community for faculty and staff to start talking about what our big ideas are for KSU, how we’re using AI in teaching, research and work, and identifying possible research partnerships, please consider joining that community and coming to the Fair.

 Uli Ingram asks: how do we join the Teams?

 Anissa responds: I’ll give DLAC an early invitation here: <https://teams.microsoft.com/l/team/19%3APb98hAxRhGf0IF6Wa0qkfThXN9njP35xgxKxrlaxrK41%40thread.tacv2/conversations?groupId=ce4c90e5-8a92-40a3-9e38-1089c70bc75a&tenantId=45f26ee5-f134-439e-bc93-e6c7e33d61c2>

But the invitation goes out at the Fair. We’re also going to be crowdsourcing ideas for speakers and events in that Teams, so if you have ideas or you want to be a speaker, please engage.

 Jessica Stephenson asks: what is the date of the Fair?

 Anissa responds: April 1-3 and I see Lindsey has dropped a link to the website: <https://www.kennesaw.edu/conferences/ai-fair/index.php>

 Julie Moore asks: can we share this with our community?

 Anissa responds: Yes, absolutely, please share with your colleagues and invite them to participate. The Fair will also have content for those who are really new in their AI journey, but there’s also going to be some content for those who are more advanced.

* UITS: Anushua Poddar reports that Summer 2025 courses will be loaded into D2L by April 14th.
	+ Anissa Vega adds: On Friday, an announcement came out regarding deletion of D2L course shells. As you know, when you go into D2L you’ve got a long, cluttered list of D2L courses, so this deletion process will help that start looking cleaner because anything that’s more than five years old will start getting deleted. We are working to preserve template courses, and we’ll have additional details on this, but you can always reach out to your instructional designer with questions.
	+ Svetlana Peltsverger asks: will there be a period of time when we can retrieve our old courses?
	+ Anissa responds: That is now. You need to go in and download or backup the content from old courses. If it’s a course that has just recently been reviewed within the past 3 years, it will not be deleted, if its in the KSU course quality database, you should be good.
	+ Svetlana asks: but, will there be some kind of access to the system where we can still retrieve it?
	+ Anissa respons: I wouldn’t trust that. If you have anything important, back it up.
	+ Julie Moore asks: I have several courses that support faculty development as opposed to being templates for Banner courses, is there a way to indicate that I’d like those to be kept?
	+ Anissa responds: Yes, those courses will need to get copied over, so treat it like a regular reviewed course and work with your instructional designer to be sure that you get it in the correct org unit to be safe.
	+ Uli Ingram asks: I saw the verbiage in the email that says non-banner generated courses will be preserved if they’ve been accessed in the past 5 years, is that the case going forward?
	+ Anissa responds: That is not forever, we asked for this exception specifically because of our course review process, so it’s true this year, and I will ask for it again next year, but I don’t know if that will be granted. So, take this year and work to get anything that we want to protect in the new org unit, which requires a fresh shell for you to copy things over.
	+ Svetlana asks: Can we start requesting new shells then?
	+ Anissa responds: Anushua, do we have that set up?
	+ Anushua Poddar responds: I’ve set up the org unit, but the script is not ready. We decided that faculty members need to work with instructional designers so that those particular courses have prefixes that will tell us to manually move them to the org unit until something automated is in place.
	+ Jason Rodenbeck comments: Its going to require more than a prefix, we have a naming convention. Part of the issues that we have in keeping this is having a naming convention that’s going to be robust enough and organized enough to help us protect those courses. Until UITS has the ability to build a more robust form, contact your instructional designer. They can request that for you from UITS
	+ Svetlana asks: So, if I need to create 2 new shells, I will go to my instructional designer to ask her to create those instead of using the online form?
	+ Jason responds: Yes, and that is temporary. Eventually we’ll be able to do that, right now, there’s a delay in being able to modify ServiceNow forms.
	+ Brichaya Shah comments: I just want to clarify something. What we are discussing in terms of template and the request to instructional designer to be mindful of instructional designer’s time and the UITS manual effort. This is only for if you want to preserve. If you are creating a new course and you're creating, you want that course to be a template. Now faculty can request sandbox of playground any time, that’s the same process, business as usual, but if you definitely want to preserve in future and do not want it to be deleted, then there is a process that we are working with UITS.
	+ Uli Ingram comments: So I think we'll probably have future questions about this, but it sounds like we have something in place. And then as I said, with the current way, we're good for at least a year, maybe longer. So it sounds like it's all gonna be fine in the long term based on what we've just shared. So thank you for everybody's input.
* KSU Library: Karen Doster-Greenleaf reports: I've got 2 updates.The first has to deal with the D2L Navigation bar.We've had a bit of a delay due to one of the resources for the faculty list of materials. And so Julia and her team are working on addressing that. And so we are having to postpone finalizing the vote. However, we would like to put forth the nav bar for vote for the next DLC meeting in April. I'm sending in chat right now. The new draft just for everybody's review. [DRAFT\_New Default D2L Nav Bar Proposal\_JF.docx](https://kennesawedu-my.sharepoint.com/%3Aw%3A/g/personal/kdosterg_kennesaw_edu/EaC2orLm91JCuBOeBZ21--ABd_4VJhbxPp6GVLnd0I0lTg?e=cIa94I) prior to our meeting next month. I greatly appreciate everybody's patience with this process. I feel like the finish line is so close. Also, I would like to thank Anushua and Cheryl for all their patience and guidance and support with this project. And so I know that there's a lot going on in UITS and in preparation for the fall semester, so. just one more month! The other update is as everybody is getting their classes ready for the fall semester, particularly if any of the departments are looking at updating any of their programs, particularly for online learning purposes, we have this new collegiate librarian model where there is a designated librarian per college. <https://www.kennesaw.edu/library/news/stories/ksu-collegiate-librarians.php> this will take you to a web page that will let you know based on your college, who is your collegiate librarian. This individual can provide any guidance or support if you are. Again, if you are shifting a program to be fully online, determining what resources we have in the library to best support those and the same thing goes for in preparation for even in person fall classes, helping provide any guidance on resources and services that the library can help facilitate. So please share this information with your department, but also for your own edification. And don't hesitate to reach out to your librarians. We are 12 months, so we'll be here over the summer if anybody is working on their courses over that time.
* Registrar’s Office
* Affordable Learning Georgia: reach out to Femi Jayeola if you have any questions about ALG deadlines or using library resource to help develop an OER.
* College Distance Learning Coordinators: Svetlana Peltsverger reports that CCSE is proposing a new degree, Bachelor of Science and Artificial Intelligence, and it will be in person and online. I want to warn other college coordinators that there is a new rule that we have to submit a modality change form before the degree is approved.
	+ Brichaya Shal comments: I learned something new today because the in the past I understood the same thing. If you have a degree face to face and you wanted to change the modality, we had to go through the modality change form. So in the new role I was responsible for approving and reviewing the change of modality.So when Svetlana called and said this is a new degree, I got confused too. But I did have brought this up to Dr Vega's attention and then the curriculum team that we will be working on something new that is more relevant and aligned with the goal of the new degree program. So until then, if you're working for any new degree program and you need my assistance, please feel to reach out and I'll be able to help out.
	+ Svetlana responds: I think it makes more sense to add it to the new degree proposal if you're proposing it's online, give that additional information, because for me in the form it says see full proposed see full proposal, see full proposal.
	+ Brichaya responds: Yeah. Instead of doing multiple things, I'll so
	+ I've brought it up to Dr Vega's attention. I'll discuss with the rest of the group on team and see if we can collect few information within that form if possible, so that there's no duplication of effort. So we'll see what we can do to align with the new rule and then the goal. Thank you.
	+ Svetlana responds: Thank you, I appreciate it, I see the necessity of it because you need to have a plan for course approval, so I’m not against the form, I just want to combine them.
* Other
1. Unfinished Business
* [Faculty Guidebook for Digital Teaching and Learning](https://kennesawedu.sharepoint.com/%3Aw%3A/s/Team-DLACGeneralCommittee/EcflRcisd4xLvXl_js71IiYBBQLz-sb_GE_ETE9ltWImxA?e=xgwqVj)
	+ Uli Ingram begins: Do we want to have a quick summary of it or just any other comments that anybody posted in the document? I know they're the most feedback I saw was about broken links. Are there any other updates or editions that anybody wants to make that they did not put directly into this document? The long document very good document, but it's very long. Does anybody want to discuss it? I know it's so long, I don't want to spend 10 minutes summarizing this document. Hopefully most everybody had a chance to read this. Lindsay sent out the link in her e-mail from last Tuesday. So this is mainly updating things that have happened over the last several years, just some terminology changes. Lots of links were updated, but it's just a fresher version of a previous document. So who's speaking for this? Are we taking a vote on this today to say we're approving it with minor edits coming mostly grammatical errors and link fixes?
	+ Julie Moore responds: I’m filling in for Dr. Fuller today. If I could make a motion that we approve the Faculty Guidebook for Digital Learning and Teaching, addressing the comments as made in the document and that Uli will send me.
	+ Deborah Mixon-Brookshire seconds.
	+ Uli Ingram calls for a vote, vote passes.
1. New Business: none
2. Announcements
* Elections for executive committee for 2025-2026 academic year in April meeting
* Potential AI conversation in April meeting: contact DLAC if you would like to contribute to this conversation.
* Next DLAC Executive Committee meeting; April 8th, 2025
* Next DLAC General Committee meeting: April 22nd, 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 | 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 | X | Voting |
| Turaj Ashuri | SPCEET |  | 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 |  | 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: Jason Rodenbeck, DLI; Marcus Green, DLI; Michael Kingston, DLI; Holly Sedys, DLI; Sanjoosh Akkineni, AA; Sarah Cooper, DLI; Iarra Miller, DLI; Ashley Moore, DLI; Garima Banerjee, DLI