

Digital Learning Advisory Committee (DLAC)
General Committee Meeting Agenda
MS Teams Virtual Meeting

August 30, 2022

- I. Call to Order and Attendance Meeting called to order by Tamara Powell at 1230pm
(Note: Attendance is documented based on those individuals who type their name in the chat box.)
Names documented in chat (list sent to Amy Jones)
- I. Acceptance of Agenda
(Note: If there are no updates or edits, the agenda will stand accepted as written.)
Accepted
- II. Approval of Minutes from the April 26, 2022 meeting.
(Note: If there are no corrections, the minutes will stand approved as written.)
M. Hedenstrom moved to approve. Greg Wilese second. Approved as written.
- III. Welcome Back!!
 - Purpose of DLAC- Lisa Hedenstrom Informed group of purpose and website for members.
 - Welcome to New Members . New members welcomed to the group by T. Powell Chair.
- IV. Reports
 - Curriculum, Instruction, and Assessment Office- Anissa The office of strategic communications has updated the institutional website to reflect modalities of programs that were offered at KSU. This was reviewed and compared on what modalities programs were in compared to what was on record. Programs that are promoting for multiple modalities will need to review and edit. Will remove modalities that they do not intend to enroll students in. This group might then need to review these as they are reconciled. Lawsuit related to digital proctoring. KSU is going on as current practice. Legal is reviewing, and will inform us if we need to make any changes. If student uncomfortable with AI proctoring, asked to speak w/ instructor about options including paper test in person.
 - UITS- Anushua Podder gave report. Cybersecurity training starts October 1. Moving to On Base training. KSU service document folder for any help on UITS website.
 - KSU Library- Carey Huddlestun New URL format for library. FAQs all the links will be updated. Working on redesign for library webpage in September. Sites or FAQ might be down for a few days if needed.
 - Registrar's Office – Danielle Harrington Spring 2023 schedule of classes has been done. Published on September 8 and live to students on September 26. October 3 open scheduling for Summer 2023. November will be month to build the Fall schedule Fall 2023.
 - Affordable Learning Georgia (Detailed minutes in the DLAC Teams General files)- Tamara Powell. Minutes in DLAC teams general files. Announcement Link posted in chat for grants and affordable materials grants. Hi everyone, I'm giving you a heads-up first: we're about to announce Round 22 of our Affordable Materials Grants! We're doing so with the permission of the USG in order to give applicants enough time to get to know the program and apply, but Round 23 (and how much we can fund in Round 22) is still contingent on a confirmed USG budget. The RFP is located here:

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https://affordablelearninggeorgia.org/about/rfp_r22;

<https://www.affordablelearninggeorgia.org/about/grants>

- Digital Learning Innovations- Brichaya Shah- link to sustainable design course for online and another course link post
https://dli.kennesaw.edu/resources/pedagogyforonlineteaching/sustainable_design.php
- <https://dli.kennesaw.edu/services/coursereview/index.php>
- Course reviews underway for online courses. There are 130-140 courses in need of review at present. 8-10 weeks to turn around the courses. If you need them ready by October, need to submit them as soon as possible.
- College Distance Learning Coordinators- Any announcements from the colleges. None given
- Other- any other reports asked for by Tamara? None. Svetlana updated internal survey from students. One complaint from student. Violation of privacy. Respondus is related. Tamara asked us to keep the committee informed. Link to article: <https://www.npr.org/2022/08/25/1119337956/test-proctoring-room-scans-unconstitutional-cleveland-state-university>
- <https://apnews.com/article/technology-education-lawsuits-cleveland-data-privacy-c91555265ec6906471e06eaa5571522>

V. Unfinished Business

- Change in Digital Learning Policy for RCHSS- Kris DuRocher – not voting item just information item. Amy shared with team. Over the summer changes to the RCHSS digital learning policy, cia.kennesaw.edu has policies for digital learning and resources. Each college has a tab on the site. Policy courses and timeline. Online courses once approved will also be approved for hybrid. One change was section A and B were still required as they are sustained instructor interaction and accessibility. Once approved can be used for online or hybrid within their college. Timetable changed. Prioritization also is noted. One design for every course that needs to be offered. If time and resources, individual courses can be developed by faculty. Anissa/ Amy/ Brichaya all contributed. Julie Moore also noted these are not approved by the committee but recommended policy changes are approved by the provost.
- Elections
 - Chair- Call for nominations- Greg Wiles accepted the nomination from Svetlana. Voted by members 100% approval (13 members voted to affirm; 0 opposed)
 - At-Large member – Peter Fielding formally expressed interest to serve. (12 members voted to affirm; 0 opposed)
 - Faculty Senate Liaison- preferably someone in DLAC already on Faculty Senate – Dabae Lee is a member of faculty senate (12 members voted to affirm; 0 opposed)

VI. New Business

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- Executive committee meetings work on the agenda for the DLAC committee meetings. Thanks to Julie last year, there is not as much to do. DLI workbook and digital policies in place. Request to decrease meetings. Email could be sent with all reports if needed. Amy will update teams site. Meetings will stay on schedule. If no agenda items, then executive committee will cancel the meetings. Monthly executive committee will review agenda. Motion is to continue executive committee meetings monthly and the exec committee will determine if the monthly meeting is needed. Executive committee can cancel meeting if there are no active agenda items. An email will be sent with updates. Svetlana moved, Peter second (11 members voted to affirm; 1 opposed 91% approval so the motion passed)

VII. Announcements

- Kim Loomis- DCR and second annual My Digital Experience: A Show and Tell Conference Shared sites in chat for show and tell conference in late spring and KSU distinguished course repository. Online <https://cia.kennesaw.edu/digital-learning/conference.php>; https://cia.kennesaw.edu/digital-learning/digital_course_repository.php 8 presenters one from each college. Please share with your college. January 16 conference registration starts. Distinguished course repository. Also on cia.kennesaw.edu website. Info on the process on the site. Volume 1 issue 1 is published. Folks are requesting access. The DCR takes courses with content in D2L for online, hybrid, and face-to-face courses. Email Kim for any questions. If you are willing to serve as a reviewer, inform Kim.
- CIA Resources- Amy Jones Amy reviewed cia.kennesaw.edu. Policies are linked to this site from all colleges and also to DLAC website. This is a great website for all sites. DLAC site has archives, meeting schedule and minutes. Links will be provided in the reminder emails for meetings. If you want to add anyone to the DLAC listserv let Amy know. Also let Amy know if you have any questions about this site.
- Next DLAC Executive Committee meeting: September 13, 2022
- Next DLAC General Committee meeting: September 27, 2022
Meeting schedules with links, agendas, and minutes can be found on the DLAC website: <https://dlac.kennesaw.edu>

VIII. Adjournment Meeting was adjourned at 130pm