

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

August 22, 2023

- I. Call to Order and Attendance
 - a. (Note: Attendance is documented based on those individuals who type their name in the chat box.)
- II. Acceptance of Agenda
 - a. (Note: If there are no updates or edits, the agenda will stand accepted as written.)
- III. Approval of Minutes from the April 25, 2023 meeting.
 - a. (Note: If there are no corrections, the minutes will stand approved as written.)
- IV. Chair's Welcome
 - a. Introductions and expectations of DLAC members (Dabae Lee, Anissa Vega)
 - b. DLAC resources/supports: website (meetings, bylaws, minutes), Team files etc. (Anissa Vega, Amy Jones)
- V. Unfinished Business
 - a. DLAC executive committee Elections
 - i. Positions:
 1. Recording Secretary- The Recording Secretary shall be a Faculty Member who will record the minutes of the General Committee meetings and the Executive Committee meetings, if so requested. The Recording Secretary shall be elected from and by the voting members for a one-year term, with the possibility of re-election for additional one-year term(s).
-Cristen Dutcher relinquished her role as Member-At-Large on Executive Committee to self-nominate for Recording Secretary, vote passed to instate her as Recording Secretary.
 2. At Large Members- Two At-Large members are elected from and by the voting members for a one-year term.
-Julie Moore was self-nominated for Member At-Large on Executive Committee, vote passed to instate her as Member At-Large.
 3. Faculty Senate Liaison- An Executive Committee Member shall serve as liaison to the Faculty Senate and attend Faculty Senate meetings or obtain a proxy when unavailable.
-no nominees
- VI. Reports
 - a. Curriculum Instruction and Assessment Office – institutional memberships faculty may find valuable include Online Learning Consortium, UPCEA, 1EdTech, and Quality Matters; uHoo Analytics (custom built data analysis tool in D2L) project continues, Beta Test in summer was successful, full pilot program going on this Fall; make sure to use D2L features such as Announcements (to send communications and remove possible FERPA violations through use of email), Grade book (to record grades in an accessible format for another instructor/chair to use), Assignment Dropbox (provides proof of time stamp of submission and proof of non-submission) and post your Syllabus so all students

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have correct version

- i. Voice of the Online Learner Report (Anissa Vega) – document in DLAC Teams page regarding advancement of online learning, read these conversations which say face to face enrollment continues to drop across US as asynchronous and hybrid enrollment increases across US; new NC-SARA Dashboard showing GA online program enrollment locations (78,000 taking online courses from other states – HUGE market of Georgians that we are missing out on)
 - ii. Spring Survey Results (Amy Jones) – survey conducted in Spring 2023 on digital learning policies and resources, results: mostly neutral regarding digital polices except mostly positive responses to college digital learning polices condensed into one institutional policy; education on what is a digital policy, why certify faculty and courses needs to be improved institutionally; respondents seem to prefer the certify the faculty model instead of certify the course model
 - iii. AI Syllabus Language added to Syllabus template on CIA website <https://cia.kennesaw.edu/> (Amy Jones) - not currently mandated, but faculty encouraged to view the suggestions and choose one for their syllabi
- b. UITS
- i. D2L template update (with Julia Fuller) new two column template in place on D2L (does not apply if you use a custom template), template includes Links to Student Resources table – can also be found in the Widgets as a System Widget
 - ii. D2L (Veronica Trammel) Quiz Timing features improved, see UITS Announcements page; Watermark course evals integrated into D2L, new Instructor positions available; SoftChalk to be upgraded this Fall watch for news on that; D2L students can no longer send emails to more than 1000 recipients at a time (helps avoid hacking); Kaltura has been integrated with SSO; MediaSpace now has auto captioning.
- c. KSU Library (Carey Huddleston)– Kathryn Lewis is interim AVP of Museums, Archives, and Rare Books, library services include research guides and instruction services – see Libraries website <https://www.kennesaw.edu/library/services/index.php>
- d. Registrar’s Office (Danielle Harrington) – Spring 2024 schedule of classes just completed – will be published live on 9/7 for faculty/staff and on 9/21 for students
- e. Affordable Learning Georgia (Detailed minutes in the DLAC Teams General files)- Kim Loomis has a conflict with ALG meetings and DLAC meetings, in need of a faculty co-champion to attend virtual ALG meetings (see files for meeting times and additional information), meetings are 11a-12p 1st Thurs of each month, duties would be to take notes and share with DLAC; Ulli Ingram expressed interest and directed to email Kim Loomis
- f. Digital Learning Innovations (Julia Fuller) – instructional designers ready to help with course design and professional learning opportunities, find the person assigned to your college or go to DLI website <https://kennesaw.service-now.com/dli>, DLI hiring 3 more instructional designers, might reach out to DLAC for faculty representative on search committees – email Julia Fuller if interested.
- g. College Distance Learning Coordinators – no reports
- h. Other - none

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VII. New Business

- a. Program Modality collection and update process in Curriculog moving forward (Julia Fuller and Anissa Vega) – course modality approval process exists to make sure courses are accessible and contains substantive instructor interaction prior to it being taught online; now need same for program modality approval process, want to help colleges establish orientation for new online programs, want to update list of programs who are admitting students in online modality, want to find way to display this information accurately so that DegreeFinder and other institutional sites to use, need to share awareness of Program Modality Review form in Curriculog for programs that are changing modalities – form got a few modifications to clarify information available to students and the institution and to include concentration information and what modality each concentration is in, programs should gain approval from curriculum committee and DLAC before building online modality courses; request feedback from DLAC on change to process – get online modality reviewed and approved first, then get proof that online courses and/or faculty are certified, seek programs to get online modality review at least 1 semester ahead of proposed program start
-Jason Rodenbeck recommends not using “100% accessible” language, as this may not be a possibility as there is always more ways to make courses accessible
-Sarah Cooper asks about submission deadline, she thought the curriculum schedule requires approval 2 semesters ahead of program start to be included in the class schedule, Julia will research to check

VIII. Announcements

- a. Next DLAC Executive Committee meeting: September 5, 2023
- b. Next DLAC General Committee meeting: September 19, 2023
 - i. Meeting schedules with links, agendas, and minutes can be found on the DLAC website: <https://dlac.kennesaw.edu>

IX. Adjournment

Attendees: Amy Jones, Anissa Vega, Carey Huddlestun, Dabae Lee, Ulli Ingram, Danielle Harrington, Deborah Mixon-Brookshire, Jason Rodenbeck, Joy Brookshire, Julia Fuller, Julie Moore, Kathryn Morgan, Kelley Price, Kristina DuRocher, Marcus Green, Milya Maxfield, Paweena Somjit, Peter Fielding, Ben Wadsworth, Rajnish Singh, Sarah Cooper, Cristen Dutcher