

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

December 7, 2021  
(Special Meeting)

I. Attendance

- Attendance (and quorum verification) was documented based on the individuals attending who typed their name in the chat box to be recorded. *(Attached)*

II. Unfinished Business (from November 30, 2021 General Meeting)

- Review of Digital Learning Policy documents from colleges. The group looked at the various college proposals for course quality.

- College of Science and Mathematics

Julie proposed that the review be moved to January. Brichaya offered to assist CSM. Radwan made motion to table. Tammy seconded. Motion was approved.

- Radow College of Humanities and Social Sciences

Tammy Powell asked for an extension on behalf of RCHSS to complete the reviews in fall 2023.

Radwan suggested a template for these policies so that information is in the same location for each template. Julie said that could be done if it was something the group to do. January asked to put that on the January agenda.

Radwan motioned to accept the policy. Joy Brookshire seconded. Policy passed.

Anissa reminded the group that she will share recommendations with the Provost. The Provost will provide final approval.

- Wellstar College of Health and Human Services

Kandice Porter explained that the policies were developed in line with faculty governance. Radwan moved to accept the Wellstar policies. Joy Brookshire seconded. The policy passed.

- Institute for Cybersecurity Workforce Development

Michael Whitman explained that his team had worked with DLI to develop policies to meet the requirements. Radwan moved to accept. Sarah North seconded. The motion was passed.

- Southern Polytechnic College of Engineering and Engineering Technology

Moved to January General Meeting

- Anissa reminded that she and Sanjosh Akkineni and Amy Jones will be reaching out to see how each college wants data presented. Also, they need to know who the confirmed approver is for each college, to confirm that submissions are expected and authentic.

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- Amy Jones noticed in some policies, when a curriculum change from a course to a certain percent triggers a re-review. She recommended that all colleges think about this threshold and what triggers a re-review.

III. Adjournment

- The Chair called for any further business. Hearing none, the chair adjourned the meeting at 1:08 p.m.