

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

November 30, 2021

- I. Call to Order and Attendance
- II. Acceptance of Agenda
- III. Approval of minutes from the October 26, 2021 General Committee meeting. Minutes were approved.
- IV. Reports
  - UITS—New enrollment procedures. Need to cut off old enrollment to start new enrollment. Currently thinking will cut off old enrollment and close down old enrollment in mid-April, open up new IPSIS system, load new courses and faculty and students in, and then close it again, and then open up the old system to go back to old operations for spring semester. That means loading everything in for the summer won't happen until mid to late April. UITS is working with CIA to pinpoint the best time to do that load. That means MayMester courses may feel pinched because those faculty will have the least amount of time to build the courses into D2L. UITS will provide anyone who needs a template course, and that template can be worked in and then moved to the new system. Radwan asked what faculty should expect with regard to inquiries from the students. Veronica responded that the issue is just with the faculty. The students will not have access to the course until the first day of class anyway. Students may experience problems in spring because they may see differences in the spring courses, not the summer. And that will just be a day or two while updates are made on enrollments, if needed.
  - Affordable Learning Georgia—Tammy reported that the next grant due date is February 14, 2022 (<https://www.affordablelearninggeorgia.org/about/grants>). Reviewers have been selected for rounds 20 and 21 and are reviewing round 20 right now. The OpenEd presentations are available: <https://www.affordablelearninggeorgia.org/events/opened21>
  - Digital Learning Innovations—Brichaya reported that there were questions regarding accessibility, and they updated their site and added a checklist to answer the question, “Where do I begin” with regard to accessibility at [accessibility.kennesaw.edu](https://accessibility.kennesaw.edu). Julie asked when the changes took effect, and Brichaya answered last week.
- V. Unfinished Business
  - New name for “Master Courses” – “Template Courses”.
  - Update on status of Faculty Guidebook for Digital Teaching and Learning.
  - Julie asked for volunteers from the demographic of new instructors who might need the information in the handbook. She would like representatives from each college—she already has volunteers from Bagwell and Radow.
- VI. New Business
  - College Policy Requirements – Anissa Vega  
Anissa reminded us that each college policy must meet the following minimum requirements which include:
    - Digital course content is determined to be accessible.
    - Digital course content is determined to offer sustained instructor interaction.

## Digital Learning Advisory Committee (DLAC)

### General Committee Meeting Agenda

#### *MS Teams Virtual Meeting*

- Courses scheduled as both online (synchronous and asynchronous) and hybrid are addressed.
- Maintenance of these minimum requirements are periodically checked for ongoing compliance.
- Require that all online and hybrid courses be taught using course designs in compliance with the college policy by Summer 2023 (requiring up-to-date reviews by Feb 2023).
- Each proposed college policy will be reviewed by the Digital Learning Advisory Council (DLAC) to ensure they meet the above stated minimum requirements. At DLAC's recommendation, the provost will then approve college policies or provide feedback.

Radwan asked if the requirements were shared at the Dean's level, and Anissa answered that yes, they were. And the Deans were given the choice to share the requirements or not.

Svetlana asked about revisions of policies, and Anissa answered that revisions should be brought to DLAC for approval. Svetlana stated that she might like to add addendums. Rajnish Singh asked a similar question regarding revisions and additions to policies.

- Review of Digital Learning Policy documents from colleges  
**(Note: The college reports are housed in the DLAC MS Teams General Files, Files for 11.30.2021 Meeting)**

Julie directed us on how to find the college policies and shared the QM rubric with the group for reference. Julie then shared her screen as we moved through the policies.

- Bagwell College of Education

Julie presented the BCOE course and asked for questions regarding each criterion. Brichaya asked if QM was being used for hybrid and online—Julie answered yes. Brichaya asked if any faculty development was needed with regard to that information. Julie answered that that may be a future need. Melissa Driver asked if the re-review should include the information that re-reviews will be conducted using the same criteria as noted above. Melissa also recommended that the language model course shell be changed to template. Amy Jones asked if faculty can be asked which courses are on a three-year re-review cycle and which courses are on the five-year re-review cycle. Julie answered that the intent was that a five-year cycle was the norm, but some would need a three-year cycle to meet the 2024 deadline. Traci Redish asked how to modify for clarity, and Amy recommended that deadlines for course review or re-review be provided. Anissa clarified that if there is going to be a difference in review deadlines, that that information just needs to be provided in the database.

Julie noted that she had made notes to clarify QM language and change model to template and asked if these could be friendly amendments and the vote could continue. Anissa said yes, and the policies were approved.

- Coles College of Business

Julie asked Justin if Coles was amenable to changing principal to template throughout. Justin answered that he was. Amy asked who would be responsible for reporting the review information to the CIA. Justin answered that historically that was handled by the instructional designer. Brichaya noted that it was important that the policies identify who reports the information. Anissa stated that CIA would get

## Digital Learning Advisory Committee (DLAC) General Committee Meeting Agenda

### *MS Teams Virtual Meeting*

those names from the colleges. Radwan made the motion that the policies be accepted. The policies were approved.

- College of Architecture and Construction Management  
Tammy asked for clarification regarding the rubric, and Julie pointed out that that criterion was met with QM. Julie moved that we accept the policy, and the policy was approved.
- College of Computing and Software Engineering  
Anissa asked who was performing the review, and Svetlana responded chair and subject matter expert. Anissa followed up that the chair was responsible for checking accessibility, and Svetlana answered yes. Lori Lowder asked if all chairs were capable of checking for accessibility, and Svetlana answered that “ultimately, the chairs are responsible for the courses. If the chairs need help from the instructional designers, then it is the chair’s responsibility to reach out to the instructional designer.” Lori moved to approve the policy.
- College of the Arts  
Lori Lowder noted that only 66% needed to be reviewed, and 33% required no review. What about the 50%? Peter Fielding said he would ask about getting that changed. Julie called for additional questions. Justin asked how would the policy reconcile with university policy. Anissa answered that all hybrid courses needed to be reviewed. Peter answered that the percentage could be amended. Radwan made the motion that the policy be approved with suggested changes regarding blended and hybrid courses.
- College of Science and Mathematics (December meeting)
- Radow College of Humanities and Social Sciences (December meeting)
- Southern Polytechnic College of Engineering and Engineering Technology (December meeting)
- Wellstar College of Health and Human Services (December meeting)

With four colleges remaining, Julie asked if we could meet again in December. The next meeting was scheduled for December 7, 2021. Julie reminded us to find representatives to review the faculty handbook, and she adjourned the meeting at 1:44pm.

#### VII. Announcements

- Next DLAC Executive Committee meeting: January 11, 2022
- Next DLAC General Committee meeting: January 25, 2022

Meeting schedules with links, agendas, and minutes can be found on the DLAC website:  
<https://dlac.kennesaw.edu>

**DLAC General Committee  
ATTENDANCE 2021-2022**

November 30, 2021  
*Virtual Meeting via Microsoft Teams*

<b>Representing</b>	<b>First Name</b>	<b>Last Name</b>	<b>Present</b>	<b>Proxy Name</b>	<b>Absent</b>
Bagwell College Education	Melissa	Driver	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Bagwell College of Education	Julie	Moore	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Coles College of Business	Radwan	Ali	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Coles College of Business	Justin	Cochran	<input checked="" type="checkbox"/>		<input type="checkbox"/>
College of Architecture and Construction Management	Christopher	Welty	<input type="checkbox"/>		<input checked="" type="checkbox"/>
College of Architecture and Construction Management	Hussein	Abaza	<input type="checkbox"/>		<input checked="" type="checkbox"/>
College of Computing and Software Engineering	Sarah	North	<input checked="" type="checkbox"/>		<input type="checkbox"/>
College of Computing and Software Engineering	Svetlana	Peltsverger	<input checked="" type="checkbox"/>		<input type="checkbox"/>
College of Science and Mathematics	Joy	Brookshire	<input type="checkbox"/>		<input checked="" type="checkbox"/>
College of Science and Mathematics	Rajnish	Singh	<input checked="" type="checkbox"/>		<input type="checkbox"/>
College of the Arts	McCree	O'Kelley	<input type="checkbox"/>		<input checked="" type="checkbox"/>
College of the Arts	Peter	Fielding	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Radow College of Humanities and Social Sciences	David	Johnson	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Radow College of Humanities and Social Sciences	Tamara	Powell	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Southern Polytechnic College of Engineering and Engineering Technology	Greg	Wiles	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Southern Polytechnic College of Engineering and Engineering Technology	Lori	Lowder	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Wellstar College of Health and Human Services	Margot Lisa	Hedenstrom	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Wellstar College of Health and Human Services	Kandice	Porter	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Total Voting Members in Attendance</b>	<b>13 /18</b>				
*For virtual meetings, attendance (and quorum confirmation) is documented and based on the individuals attending who typed their name in the chat box to be recorded.					



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

November 30, 2021

- I. Call to Order and Attendance
- II. Acceptance of Agenda
- III. Approval of Minutes from the October 26, 2021 General Committee meeting.
- IV. Reports
  - Curriculum, Instruction, and Assessment Office
  - UITS
  - KSU Library
  - Registrar's Office
  - Affordable Learning Georgia (detailed minutes in DLAC Teams General files)
  - Digital Learning Innovations
  - College Distance Learning Coordinators
  - Other
- V. Unfinished Business
  - New name for "Master Courses" – "Template Courses"
  - Update on status of Faculty Guidebook for Digital Teaching and Learning
- VI. New Business
  - College Policy Requirements – Anissa Vega
  - Review of Digital Learning Policy documents from colleges  
**(Note: The college reports are housed in the DLAC MS Teams General Files. There are currently only 4 college reports and the deadline for the remaining reports is November 15, 2021. Please continue to check the MS Teams folder for additional reports to review prior to the meeting. Thank you.)**
    - Bagwell College of Education
    - Coles College of Business
    - College of Architecture and Construction Management
    - College of Computing and Software Engineering
    - College of Science and Mathematics
    - College of the Arts
    - Radow College of Humanities and Social Sciences
    - Southern Polytechnic College of Engineering and Engineering Technology
    - Wellstar College of Health and Human Services
- VII. Announcements
  - Next DLAC Executive Committee meeting: January 11, 2022
  - Next DLAC General Committee meeting: January 25, 2022

Meeting schedules with links, agendas, and minutes can be found on the DLAC website:  
<https://dlac.kennesaw.edu>

- VIII. Adjournment