

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

November 29, 2022

- I. Call to Order and Attendance. Greg Wiles Chair called meeting to order.
- II. Acceptance of Agenda accepted. Accepted.
- III. Approval of Minutes from the October 25, 2022 meeting. Approved as written.  
(Note: If there are no corrections, the minutes will stand approved as written.)
- IV. Reports
  - Curriculum, Instruction, and Assessment Office- No report. Will update at next meeting.
  - UITS- No report
  - KSU Library- Carey reported Dean of Library system has announced retirement. No other report.
  - Registrar's Office- Danielle No report.
  - Affordable Learning Georgia (Detailed minutes in the DLAC Teams General files)- Kim Uploaded a file to folder on teams site. Link in chat. Grant notifications sent this week. 7 KSU personnel were awarded. January 30 is the due date for next round of grants. Information on opportunities for Virginia consortium looking for homework and assessments and courses in higher ed for a study with one hour virtual meeting. If you sign up there is a \$200 honorarium. Looking for effective assessments. Link is in document Kim uploaded on our site..
  - Digital Learning Innovations- Brichaya course reviews underway. 4 personnel have been hired. 250 courses in the review process. Link provided for course review request forms. Reviews underway. Communicate to your departments. Approximately 418 courses have been reviewed.
  - College Distance Learning Coordinators- No reports
  - Other- none
- V. Unfinished Business
  - E-Proctoring Policy Development- Greg Reviewed with SGA persons. Also, in TEAMS site general files section for members to have or review. Reviewed during meeting. Not sure about the capacity of testing center to accommodate. SGA requested representation on DLAC meetings. Discussion ensued on clarification for streamlining tests and also use of testing centers. (Review file in TEAMS). Greg suggested having a subcommittee to work on the wording of the materials. Asked for volunteers to review the draft content. Svetlana volunteered to help. Kandice Porter also volunteered to help. Turaj Ashuri also volunteered to help. Deadline for final product to Anissa is 12/23. DLAC members will be sent a link to review and respond if any concerns. 12/19 materials will be due to Anissa. Devin SGA will also review.
  - Asyn, Sync, and Hybrid discussion- Registrar's Office – Asynchronous and Synchronous questions on how to do this. Amy had a list of questions for discussion. Asynchronous and synchronous can be used in online degree programs.

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D2L approved course shell must be approved. Online full modality. No on campus requirement. Synchronous is allowed. 95% courses should not be on an online program. There could be an optional on campus experience/class/event, but optional. Form for online degree and question if we need to have on Amy's form about the course. Department would decide if this is synchronous even if not on the form. Students will know as day/time listed on the registration if course synchronous attendance is required. Hybrid can be offered synchronously and asynchronously.

VI. New Business

- Bagwell College Digital Learning Policy Change vote – Reviewed at the last meeting. This is the vote for this. Julie Moore reviewed. Changes. One is to not require dissertation, internship and directed study to be reviewed. Second is to allow Dean to approve old courses being sunsetted not to be reviewed so that new courses could be focused on and then reviewed. Policy provided and shared. Anissa shared core information for all areas: 1. Digital course content is determined to be accessible. 2. Digital course content is determined to offer sustained instructor interaction. 3. Courses scheduled as both online (synchronous and asynchronous) and hybrid are addressed. 4. Maintenance of these minimum requirements are periodically checked for ongoing compliance. 5. Require that all online and hybrid courses be taught using course designs in compliance with the college policy Motion: Svetlana; Second Cristen DLAC approved.
- CACM Digital Learning Policy Change vote. Copy of policy on teams and was shared. Representative of college Arezou Shafaghat will review with college faculty and then will update committee at next meeting. Action tabled. Amy will place the highlighted policy into TEAMS folder.
- Southern Poly College of Engineering and Technology Policy- Teraj presented. Highlights include having less than 50% online having department reviewed. Special topics not being reviewed. Will take back to college and bring back to courses.

VII. Announcements

- Next DLAC Executive Committee meeting: December 13, 2022, January 10, 2022
  - Next DLAC General Committee meeting: January 24, 2022
- Meeting schedules with links, agendas, and minutes can be found on the DLAC website: <https://dlac.kennesaw.edu>

VIII. Adjournment. Meeting Adjourned by G. Wiles chair. Meeting minutes submitted to A. Jones by M. Hedenstrom

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Attendance: (From names typed into the chat)

Greg Wiles; Margot Hedenstrom; Dabae Lee; Svetlana Petlsverger; Brichaya Shah; Uli Ingram; Arezou Shafaghat; Paul Parker; Devin Butler; Amy Jones; Veronica Trammell; Anissa Vega; Carey Huddleston; Kimberly Loomis; Turaj Ashuri; Anissa Vega; Kristina DuRocher; Danielle Herrington; Rajnish Singh; Kandice Porter; Julie Moore; Zhigang Li;