

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

October 25, 2022

- I. Call to Order and Attendance. Greg Wiles chair called the meeting to order at 12:30pm (Attendance documented via names typed in chat and list sent to Amy Jones.)
- II. Acceptance of Agenda. The agenda was reviewed by the group and accepted.
- III. Approval of Minutes from the September 27, 2022, meeting. The minutes were approved.
- IV. Reports
 - Curriculum, Instruction, and Assessment Office- Anissa met with the president of SGA who would like to engage with this group to discuss proctoring policy to have members participate in policy related to eproctoring. Course reviews are in process 15% are now in the database. 702 courses can be scheduled online as of today. In addition, 1200 course design shells are being reviewed and included in the databases. Encourage all to submit these on time for review, Anissa's office, Kim Loomis, and Jason R. are preparing a study of the state of online learning at KSU. Will be ready to share that study with the campus.
 - UITS- Veronica reported D2L email forwarding instead of gold message for internal will have internal D2L email blue notice. You still cannot reply via outlook and must reply within D2L. November 1 is the start date.
 - KSU Library- Carey has no report.
 - Registrar's Office- Danielle reported: Summer schedule of classes published live 2023. With D2L coming through in November for Spring. Once the D2L team turns on D2L and faculty is notified. If courses are cross-listed new courses will be worked on to make sure they are linked or unhooked as appropriate. The summer schedule is built and finalized this week. Face-to-face sections are cross-listed and when courses are placed in classrooms they will ask for any online and face-to-face components that need to be cross-listed. Anissa reported that co-scheduling and cross-listing are often confused and in process of being clarified.
 - Affordable Learning Georgia- Tammy had reported on that in the past. Kim Loomis reported as the new rep. She has been trained and will have her first meeting on November 3 and will share files with us.
 - Detailed minutes from the monthly meetings are available in the DLAC Teams General files.
 - Digital Learning Innovations- Not present. Anissa provided an update. Hiring staff. Four positions opened and two new additional positions. External instructional designers are being hired to speed up course reviews.
 - College Distance Learning Coordinators- No reports
 - Other- None

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V. Unfinished Business

- I. Modality Forms edits approval – Amy had one change requested. Made recommendations that online instructors be trained and/or experienced in online teaching methods with evidence submitted. Cristen mentioned this and not all colleges require this. Discussion ensued. Recommended as optional/suggested question. Revisions suggested for a plan to obtain facilitation training. Providing evidence is suggested. Suggestions were made on the type of training and evidence per policy and department policy. Amy suggested program and department chairs would be confirming that they are training staff for online learning. Amy suggested that we call for a motion to approve the proposed change. Motion: Lisa moved for a motion. Seconded by Cristen. Edited the question to reflect the department chair to verify this in the form. Amy will work on the wording of the question to finalize. Motion passed.

VI. New Business

- I. Async, sync, hybrid discussion -Deferred to the next meeting.
- II. E-proctoring policy development- Nwakaego Walker KSU Legal
 - I. Student Integrity- Cheating on Respondus Lockdown Browser (google it!) Nwakaego informed the group on a lawsuit in Ohio student had. Group is asking should develop a policy on eproctoring or is this more of a legal issue or is this issue for the committee is the question posted by Greg to Nwakaego. Ogletree vs Cleveland State. Students felt constitutional rights 4th amendment via respondus or online proctoring system. A student could not come to campus had to have a daily health assessment and was not able to pass as he had illness and required to take online courses that semester online. Photograph required but are not consistently enforced. Link posted for DLAC members. <https://www.cleveland19.com/2022/08/23/cleveland-state-student-wins-federal-lawsuit-against-university-breach-fourth-amendment/> Student objected and faculty member removed a policy. There would be a scan and checking materials in close proximity. He said he objected. I have confidential documents and submitted to the exam. Room scan unreasonable search. Inconsistency in policies and procedures in online testing. Recommended that if we have a policy that we are following it. Communicating and giving student notice of room scan and process was the recommendation. Discussion ensued. Recommended to note in the syllabus and provide options if needed. Such as library testing or testing center appointment as an option. Recommend DLAC comes up with suggested language and then share with legal. SGA will be invited to the next Executive committee meeting. Anissa reaffirmed the need for eproctoring.
 - III. Feedback requested by Bagwell regarding potential updates to their College Digital Learning Policy- see attachment in email- Julie Moore . Change to exclude directed study and Dean may also give exception to the courses at or near the end of offering. Discussion item for feedback. Julie will take back to college and bring back to DLAC next time.

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VII. Announcements

- Next DLAC Executive Committee meeting: November 8, 2022
- Next DLAC General Committee meeting: November 29, 2022

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

VIII. Adjournment by Greg Wiles at 1:45pm

Attendance:

Cristen Dutcher- Coles; Dabae Lee, BCOF; Paul Parker- Office of the Registrar; Anissa Vega, CIA/AA; Stephen Bartlett, RCHSS; Rajnish Singh, College of Science and Math; Kim Loomis, CIA; Svetlana Peltsverger CCSE; Amy Jones, CIA, Academic Affairs; Julie Moore, BCOE; Uli Ingram, RCHSS; Danielle Herrington, Office of the Registrar; Joy Brookshire, CSM; Veronica Trammell, UITs; Peter Fielding, COTA; Jesus Castro- Balbi, KSU Journey Honors College; Carey Huddleston; Margot Lisa Hedenstrom; Greg Wiles