

Digital Learning Advisory Committee (DLAC) General Committee Minutes

MS Teams Virtual Meeting
September 28, 2021

Call to Order and Attendance

(Note: Attendance is documented based on those individuals who type their name in the chat box.)

Julie called the meeting to order at 12:30pm

Acceptance of Agenda

(Note: If there are no updates or edits, the agenda will stand accepted as written.)

Approval of Minutes from the August 24, 2021 meeting. *(Attached)*

(Note: If there are no corrections, the minutes will stand approved as written.)

The minutes stand approved as written.

Reports

- [Curriculum, Instruction, and Assessment Office](#)—no updates
- [UITS](#)—there will be a major Zoom update on November 1. Please do make that update. Also, make sure that you are aware how Life Cycle Replacement (LCR) of age and equipment works. It is now handled through Service Now. You will receive an email from the system letting you know that your equipment is eligible. If you don't respond, the process does not continue. Traci Redish asked how do we know where we are in the cycle and when we will be up. Veronica answered to contact service. There is an asset area in ServiceNow where one can look at the assets assigned to a person. But it does not have dates on it, so one needs to contact Service. The USG will now be handling the cybersecurity training. There will be a shorter time period to complete that training. Information is forthcoming from Stratcom
- [KSU Library](#)—no updates
- [Registrar's Office](#)—no updates
- [Affordable Learning Georgia](#)—there are [two upcoming Textbook Transformation grant deadlines](#): Round 20 deadline is November 1, 2021. Round 21 deadline is February 14, 2022. The September re-announcement and the call for reviewers have gone out. If you

are interested in being a reviewer, Affordable Learning Georgia (ALG) organizes grant proposal reviewers on a yearly basis. Reviewers will have a one-year commitment during specified weeks of review with an expected 40 hours total for the year. Compensation is \$400 honorarium per round (\$800 total), distributed through your institution's payroll, through one Service Level Agreement (SLA) with the institution for the year ([see the application form for more details](#)). Reviewer Application Deadline: Monday, October 4, 2021, 11:59 PM. The Fall Featured Speaker series [schedule](#) is now available.

- [Digital Learning Innovations](#)—no updates
- [College Distance Learning Coordinators](#)—no update
- [Other](#)

Unfinished Business

Reports of subcommittees:

- Digital Learning Handbook - IT Organization Structure and Help**—Radwan Ali presented the table created by that subcommittee. It provided information about the unit, description, url, phone number, and email. Justin Cochran suggested “Documentation Center” be added to the UITS Communications section. Veronica Trammell made the addition. Justin suggested some more direct support for the user to use the information handily. A conversation ensued regarding creating more user friendly documents. Suggestions included categories, an FAQ page with intra-document links, and a website.
- Digital Learning Handbook – Resources & Services**--Brichaya Shah and Melissa Driver worked on a document on Digital Learning Innovations Resources and Library Resources. Stephen Bartlett asked about links to individual college resources. Anissa Vega noticed that a lot of the content was very specific and recommended we find a balance between being specific and creating a document that ages well. She suggested we find documents that provide links to professional development opportunities that are kept updated. David Johnson asked about conflicting documents or repeating documents—how do we make the documents more streamlined. Anissa recommended we provide information about the types of resources offered by various units and how we access their lists. Radwan mentioned the overlaps in documents and asked for suggestions on how to streamline. Julie Moore said she didn’t mind overlap and felt the purposes were different enough that the overlap would still be beneficial.
- Digital Learning Handbook – Tools & Software** --Kim Loomis stated that she would be looking for categories to use the document, and she noted that the titles of applications and categories don’t help a faculty member, for example, looking for video creation software. Anissa suggested that some of the “how to access” information is a bit light on information. That information could be made clearer. Justin said that Intelligent Agents is separated out from D2L but little else is, and there’s an inconsistency. Veronica suggested that we should have an overall decision on what constitutes categories for consistency across documents. Anissa shared in the chat that “Remember that the audience who is helped most by this are faculty who are NOT digital learning experts. Let's use their language whether how we name categories or descriptions.”

- iv. **Digital Learning Handbook – Accessibility**--Stephen shared that the accessibility checklist was available. Veronica shared that it would be good to include the professional development tools on accessibility. Stephen shared the checklist and explained that it was divided into types of materials to be checked for accessibility.
- v. **Best Practices/Online Facilitation Practice Recommendations/Guidelines**--Svetlana Peltsverger suggested we have a consistent look and feel to the document and [shared a template](#). Justin stated that he wasn't sure that the recommendation to hold synchronous sessions twice a term would have enough support throughout the university to stand as a recommendation. Anissa suggested that the committee prioritize those things which have the greatest impact on quality or student outcomes. She mentioned that one of the audiences for this section might be department chairs who are looking for answers to the question, "What is reasonable?" Kim stated that while the suggestions and examples are helpful, it would be best not to present something that looks like a checklist.
- vi. **Modalities Definitions and Guidelines**—the group presented definitions and examples of the modalities offered in the university.

Julie asked for better guidelines regarding how to organize the document. Julie thanked everyone for the great work on the sub groups.

Discussion

How is the development of Online Course Policies going? Traci reported that Julie took it to the CFC for feedback and there will be feedback by November 1. Kim said that there were questions about expectations on maintaining online courses. Julie said Bagwell had language about maintaining but wasn't sure other colleges did. Justin stated that he had shared the Coles QM policy. Anissa asked if those had been submitted to DLAC and reminded everyone that those policies should be submitted. Anissa shared that this body (DLAC) will review the policies and send feedback. Anissa shared the link for the draft to the database for course modality for us to review.

Once a course has been reviewed and met college requirements and is complete, it will appear in the database. If a course does not appear in this database summer 2023, the course will not be able to be scheduled in these modalities.

New Business

None

Announcements

- Next DLAC Executive Committee meeting: October 12, 2021
- Next DLAC General Committee meeting: October 26, 2021

Meeting schedules with links, agendas, and minutes can be found on the [DLAC website](#).

Adjournment

The Chair called for any further business. Hearing none, the chair adjourned the meeting at 2:02 p.m.

**DLAC General Committee
ATTENDANCE 2021-2022**

September 28, 2021
Virtual Meeting via Microsoft Teams

Representing	First Name	Last Name	Present	Proxy Name	Absent
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 type="checkbox"/>		<input checked="" 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 checked="" type="checkbox"/>		<input type="checkbox"/>
College of Science and Mathematics	Rajnish	Singh	<input checked="" type="checkbox"/>		<input type="checkbox"/>
College of the Arts	Vacant		<input type="checkbox"/>		<input 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 checked="" type="checkbox"/>		<input 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 type="checkbox"/>		<input checked="" 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 type="checkbox"/>		<input checked="" type="checkbox"/>
Total Voting Members in Attendance	12/17				

*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 Agenda
MS Teams Virtual Meeting

[Click here to join the meeting](#)

September 28, 2021

- I. Call to Order and Attendance
(Note: Attendance is documented based on those individuals who type their name in the chat box.)
- II. Acceptance of Agenda
(Note: If there are no updates or edits, the agenda will stand accepted as written.)
- III. Approval of Minutes from the August 24, 2021 meeting. (*Attached*)
(Note: If there are no corrections, the minutes will stand approved as written.)
- IV. Reports
 - Curriculum, Instruction, and Assessment Office
 - UITS
 - KSU Library
 - Registrar's Office
 - Affordable Learning Georgia
 - Digital Learning Innovations
 - College Distance Learning Coordinators
 - Other
- V. Unfinished Business
 - Reports of subcommittees:
 - i. Digital Learning Handbook - IT Organization Structure and Help
 - ii. Digital Learning Handbook – Resources & Services
 - iii. Digital Learning Handbook – Tools & Software
 - iv. Digital Learning Handbook - Accessibility
 - v. Best Practices/Online Facilitation Practice Recommendations/Guidelines
 - Additional subcommittee volunteers?
 - Discussion: How is the development of Online Course Policies going?
- VI. New Business
 - (If time) Preliminary feedback on KSU Online/Hybrid Course Database (Anissa Vega)
- VII. Announcements
 - Next DLAC Executive Committee meeting: October 12, 2021
 - Next DLAC General Committee meeting: October 26, 2021

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