

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

September 27, 2022

- I. Call to Order and Attendance
  - Names are documented in the chat and list sent to Amy Jones.
  - Meeting called to order 12:31pm by Greg Wiles Chair.
- II. Acceptance of Agenda. Accepted
- III. Approval of Minutes from the August 30, 2022 meeting.  
Accepted
- IV. Reports
  - Curriculum, Instruction, and Assessment Office- Anissa reported on dashboard for course reviews. KSU course modality board dashboard. Link will be shared. DLI was behind in the reviews as revisions were needed and then working with faculty. Faculty in some cases were slow to respond. Then this is delaying further the reviews. ID are providing recommended changes and asking faculty to acknowledge change needed prior to teaching course, so that next courses are able to be started. This is a new change to help speed up the process and those courses in the queue. Faculty follow up might be needed to ensure changes are made that are recommended. DLI will focus on the review, and then corrections will be needed be made. ID growing and hiring, but this recommendation process should help speed up process. Email acknowledgement noting changes are needed is sufficient for ID person to then move onto other courses. Changes are needed to be made prior to the course being taught. If a college wants to be ccd on the recommended changes, then inform Anissa. Equidox is waiting on PO process.
  - UITS- No report
  - KSU Library- Carey said no report. Research guide work continues.
  - Registrar's Office- No report
  - Affordable Learning Georgia (Detailed minutes in the DLAC Teams General files)- Tamara Powell. OER resources and grants for faculty to create OER. KSU saves students 8 million per year with faculty work that has been done for OER. ALG is announcing grants for proposal October 2022. If you have received a grant from ALG they have a survey to complete via links sent to recipient. Link posted. <https://www.affordablelearninggeorgia.org/about/grants>.
  - Digital Learning Innovations- Anissa provided update.
  - College Distance Learning Coordinators- No report.
  - Other
- V. Unfinished Business- none presented
- VI. New Business
  - College Policy Changes (voting items)
  - Coles policy changes- C. Ducher reported- Coles will be doing 4 year course reviews since January 2020. Course exceptions to Coles policies- if online or hybrid

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individual courses that have curriculum for example directed study that is different- lack of consistency- will not be reviewed in those situations. Exception courses must have accessible content even though individualized. Faculty are responsible for making sure content accessible (per Anissa. Cristen will inform Justin). Lisa motioned. Julie Moore seconded. Approved by all.

- RCHSS policy changes- Stephan Bartlett presented changes RCHSS would like to have addendum to course review policy related to courses like Coles for directed studies, thesis, internships are not required to be reviewed. Faculty will still be responsible for making sure courses are accessible. Julie motioned. Peter seconds. Approved by all.
- Program Modality Change v2.0- Anissa Vega
  - Review of current proposal form – Program modality change form reviewed. Program modality means students enrolling in programs. On campus programs mix modalities- can do all on campus but might be having modalities with online and on campus. In addition, when they are fully online that means there is a pathway from beginning to end where student does not have to come to KSU campus. They might not have that ability to come to campus. So there has to be a pathway that does not require them to come on campus. There is a 95% rule or more is fully online. If a program wants to be fully online but maybe a comprehensive exam on campus, if event required, needs to be specified. If you close an online modality and go to on campus, then you need to have a way to help students online to finish their program (or the reverse way- move from on campus to online). Best practice for new program- orientation for fully online programs for example. The form reviewed in meeting was a change to modality form. This team is responsible for review and recommending if this is acceptable. Current and future modality, why the change is being made. Working documents. Word document version is in the files of the DLAC team general section for team to review. Files for 9/27/2022 meeting. When programs were being proposed and going through curriculum process a general practice was to select all possible modalities. Communication to admissions then is that modalities is not mentioned. Anissa will be reaching out to departments to review programs and modalities for review/corrections. There are some programs that have mixed modalities which will be discussed/considered in the future for clarification. International visas can be impacted as visas require on campus rather than fully online options. Catalog, admissions, other departments need to be informed for consistency. If any suggestions to the form for program modality changes are made, please share or make these at the next meeting. If you have suggestions, please get the recommendations to Anissa and Amy. Continued work on potential needs for online program quality and metrics to be required could potentially be included. Julie commented that the need for accessibility or plan for achieving accessibility in the future. The form is posted in Teams in DLAC general files for 9/27 meeting. All please review. Amy shared via screen share how to access files.

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Recommend members share with their chair. By the next executive committee meeting 10/11 for all to provide Amy Jones with suggestions to the form to then present to this committee.

- Other recommendations: Anissa recommends that we all share information from this group to their colleges and leaders. Please prepare information and share with your college.

VII. Announcements

- Next DLAC Executive Committee meeting: October 11, 2022
  - Next DLAC General Committee meeting: October 25, 2022
- Meeting schedules with links, agendas, and minutes can be found on the DLAC website: <https://dlac.kennesaw.edu>

VIII. Adjournment- Meeting Adjourned at 1:30pm by Greg Wiles Chair.

Submitted by M. Hedenstrom to Amy Jones. 10/11/22

Attendance: Attendance:

Anissa Vega, Academic Affairs; Margot Hedenstrom, Wellstar College Health and Human Services WSON; Julie Moore, BCOE; Amy Jones; Dabae Lee, BCOE; Stephan Bartlett, RCHSS; Kimberly Loomis; Cristen Ducher, Coles; Greg Wiles; Peter Fielding, COTA; Kim Loomis, CIA; Tamara Powell, RCHSS (Non member); Uli Ingram, RCHSS; Peter F has proxy to vote for his colleague in COTA B Wadsworth, COTA. Joy Brookshire, CSM  
C. Dutcher proxy for Justin Cochran, Coles, Veronica Trammell-