*October 22nd, 2024*

1. Call to Order and Attendance

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

1. Acceptance of Agenda

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

1. Approval of Minutes from the September 24th, 2024 meeting.

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

1. Reports
* Curriculum, Instruction, and Assessment Office + Digital Learning Innovations: Anissa Vega reports DOJ updated regulations regarding ADA requirements of web content: now specifies specific level of accessibility WCAG v2.1, this KSU website explains these changes and who is effected: <https://www.kennesaw.edu/curriculum-instruction-assessment/digital-learning-innovations/academic-web-accessibility/advanced-accessibility-solutions/regulations-policies-standards/doj_rule.php>, DLI office is reviewing college course review policies to make sure they all meet this new DOJ rule, will contact colleges that need policy updates. DOJ expectation is that this update will be in place by April 2026. Contact Jason Rodenbeck in DLI for questions.

Julia Fuller reports if your faculty needs additional support with accessibility, please submit service request to DLI.

* + Uli Ingram asks what does DLI anticipate for faculty who already have approved online/hybrid courses? Depends on what updates are needed at your college level, focusing on making changes ASAP so that faculty can make necessary changes to their courses.

Julia continues by highlighting DLI’s Faculty Development Courses that are beginning in November and reminds committee of **DLI's Upcoming 3-Week Faculty Development Courses - Please Register Soon.**

* [**GenAI for Course Design & Student Engagement (GACD)**](https://calendar.kennesaw.edu/event/genai-for-course-design-student-engagement?utm_campaign=widget&utm_medium=widget&utm_source=Kennesaw+State+University)- Registration open until 8AM on Nov. 1st; Course begins on Nov. 4.
* [**DLI Media Essentials Workshop**](https://calendar.kennesaw.edu/event/dli_media_essentials_workshop_mew?utm_campaign=widget&utm_medium=widget&utm_source=Kennesaw+State+University) - Registration open until 8AM on the course start date of Nov. 4th.
* [**Essential Course Facilitation Strategies (ECFS)**](https://calendar.kennesaw.edu/event/essential-course-facilitation-strategies?utm_campaign=widget&utm_medium=widget&utm_source=Kennesaw+State+University) - Registration open until 8AM on Oct 28th; Course begins on Nov 11th.

Reminder about course reviews: Spring semester coming soon, if you have courses that haven’t been reviewed/re-reviewed as needed, get those ASAP to DLI through a service request: <https://kennesaw.service-now.com/dli>

* UITS: Anushua Poddar reports Kaltura update communication was provided in KSU Communication, along with information about Turnitin accounts being cleaned out if they have not been used since 2019; UITS received questions regarding use of new digital Talon Cards on Respondus Lockdown Browser – no specific recommendations, but tell instructors they can use any method of student identification, maybe keep phone with them to show digital Talon card, then remove phone from testing area.
* KSU Library: no report
* Registrar’s Office: no report
* Affordable Learning Georgia: Nasrin Dehbozorghi reports no updates
* College Distance Learning Coordinators: no reports
* Other: none
1. Unfinished Business: none
2. New Business
* [Program Modality Guidance](https://kennesawedu.sharepoint.com/%3Aw%3A/s/Team-DLACGeneralCommittee/EexwToofAsZFrXjhOHfN_eYBylDvV82kU6SML6Q-rXUIvg?e=Nx3sTW) review: committee of Kandace Porter and Julia Fuller met and created this document for the purpose giving guidance for program coordinators beyond what is already in that program modality change form that they complete. This guidance will also help the DLAC committee when we're reviewing a modality change and you wonder if the information that has been submitted in that program modality change form covers all aspects that are important. We really want feedback from DLAC, since our committee was small.
	+ Julie Moore asks about situation where faculty try to push courses through review before those courses have been approved in Curriculog? Julia responds that courses do have to be approved through Curriculog and that is mentioned in the document, but DLI will work to make that clearer in the document.
	+ Svetlana Peltsverger: can program have only one concentration available online out of several? Julia responds yes, as long as it is clear on program website for students to understand their pathway in their concentration. Svetlana also asks about course forecasts: <https://advising.kennesaw.edu/course_forecasts.php#ccse>

 – a long term plan of what modality courses will be offered in and when, that information should be in the document to get faculty thinking about staffing and modality needs going forward.

* Checklist for Digital Learning Policy Reviews Subcommittee volunteer: Julia Fuller reports that she is still recruiting volunteers to this committee, which will develop a checklist for DLAC when making recommendations to review process of new policies to ensure DLAC members make sure essential components are in the policy. Email Julia to volunteer: jfulle40@kennesaw.edu
	+ Uli Ingram asks about frequency of meetings? Julia reports at least a couple of meetings before bringing the Checklist to DLAC for review.
1. Announcements
* Next DLAC Executive Committee meeting: November 5th, 2024
* Next DLAC General Committee meeting: November 19th, 2024

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

1. Adjournment

Attendance

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| **Name** | **Area** | **Attendance** | **Voting Status** |
| Yvonne Earnshaw | BCOE | x | Voting |
| Julie Moore | BCOE | x | Voting |
| Deborah Mixon-Brookshire | COLES |  | Voting |
| Cristen Dutcher | COLES | x | Voting |
| Christopher Welty | CACM |  | Voting |
| Hussein Abaza | CACM |  | Voting |
| Zhigang Li | CCSE | x | Voting |
| Svetlana Peltsverger | CCSE | x | Voting |
| Joy Brookshire | CSM | x | Voting |
| Pengcheng Xiao | CSM |  | Voting |
| Jessica Stephenson | COTA |  | Voting |
| Peter Fielding | COTA | x | Voting |
| Brian Etheridge | KSU JOURNEY |  | Voting |
| Uli Ingram | RCHSS | x | Voting |
| Kris DuRocher | RCHSS | x | Voting |
| Turaj Ashuri | SPCEET |  | Voting |
| Greg Wiles | SPCEET |  | Voting |
| Kandice Porter | WCHHS | x | Voting |
| Mia Oberlton | WCHHS | x | Voting |
| Anissa Vega | Academic Affairs | x | Non-voting |
| Brichaya Shah | DLI |  | Non-voting |
| Julia Fuller | DLI | x | Non-voting |
| Karen Doster-Greenleaf | Library | x | Non-voting |
| Danielle Herrington | Registrar’s Office |  | Non-voting |
| Anushua Poddar | UITS | x | Non-voting |
| Nasrin Dehbozorgi | Academic Affairs | x | Non-voting |
| Arvin Johnson | Chairs’ & Directors’ Assembly |  | Non-voting |

Guests: Iarra Miller, DLI; Michael Kingston, DLI; Kelley Price, DLI; Kathryn Morgan, DLI; Sara Cooper, DLI; Chelsey Gillilan, DLI; Marcus Green, DLI, Milya Maxfield, DLI