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

January 24, 2023

I. Call to Order and Attendance
(Note: Attendance is documented based on those individuals who type their names in the chat box. See list below)

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 November 29, 2023 meeting.
(Note: If there are no corrections, the minutes will stand approved as written. Minutes are also uploaded to website). Arezou noted year needs to be corrected. Amy will correct.

IV. Reports
- Curriculum, Instruction, and Assessment Office- Anisa . No report.
- UITS- Veronica discussed the course substitution process. Owl Express can access employee services for course substitution. If off campus will have to VPN. Kahoot will have limited number of licenses for 500 for faculty pretty soon with instructions to merge account with enterprise as well as getting new account. D2L STU accounts are going away at end of the semester. Student view for faculty use is available so the older ones will be removed.
- KSU Library Kerry noted resource have access to lean library it's an extension if KSU has the article. The article will be noted to be available which covers ebooks, books or articles. Link was posted. List of browser compatibility is available. Chrome, edge, safari and others are on the list.
- Registrar's Office- Danielle. No report.
- Affordable Learning Georgia (Detailed minutes in the DLAC Teams General files)
- Digital Learning Innovations Brichaya posted information on upcoming courses. Sustainable course design is a key focus and encouraged. New faculty teaching online facilitation and accessibility courses are available. Please share.
- College Distance Learning Coordinators- Julie BCOE stated no report. No others provided a report at this meeting.
- Other

V. Unfinished Business
- E-Proctoring Policy Development- Ad hoc committee report/update E proctoring guidelines being worked on. Recommendations for a syllabus statement is being worked on. Greg formed Adhoc group to work on. Greg will send group a draft. Amy noted draft is in teams general folder. Files for January 2023 meeting is the site where the information is available to members. Requested link posted for adhoc group to review and work on. Svetlana Peltsverger will schedule the adhoc group to meet.
- CACM Digital Learning Policy Change vote- item previously tabled. Arezou presented CACM digital learning policy. Self review of course is required. If self review is favorable then it will not need to be submitted for review. Discussion

ensued. Anissa asked about instructional designer review and if so the passing requirement defined. Greg asked if this is an exception or do other colleges have this option. Self review is added step but then an ID does review was clarified. ID review based on standards but lower score could possibly pass. Greg clarified QM score is 85 but architectural college could vote lower score. Brichaya will go back to ask college for clarification via college leader. Greg agreed. Greg and others stated that ID review is important for quality. Motion to table done by Svetlana . Peter Fielding seconded motion to table. Motion passed.

- SPCEET Digital Learning Policy Change vote -policy withdrawn previously. Change in policy to include special topics Turaj and Matt. Updated policy has removed special topics. Special topics courses will be reviewed. Internships, directed study, capstone, and dissertations are excluded from the review but special topics will be included. Motion to accept Cristen. Julie M seconded. Motion passed. Policy accepted.

VI. New Business
- Modality Change Proposals- Review and vote Modality change. Motion to approve Svetlana to approve both modality changes. Kristina DuRocher Seconded. Motion passed. Changes approved.
  - Computer Science, MS- Svetlana Petlsverger
  - Intelligent Robotic Systems, MS – Matt Marshall

- State of Online Learning Presentation- Anissa Vega, DLI presented modalities, support, engagement, and DLI workload report was presented. Fall 2022. Mixed methods study was presented. She shared data from Fall 2018 to Fall 2022 of the breakdown of students and learners as well as numbers within colleges. Demand for ecore is increasing. D2L instructor activity was shared. 8,283 sections were noted.Survey of online students were supported but unaware of engagement provided by KSU. Students recommend to have early access to course materials as well as faculty training on online course modality. Students feel supported but not engaged. Recommendations were discussed. DLI demand was discussed as DLI is geared to support faculty. Key takeaways: Mixed modality scheduling is the new norm. Digital learning impacts 81% of students and rising. Today 80% of course sections employ the LMS. As student age, they want more online learning. Growing graduate education means growing online learning. Fully online students are using our campus supports. We are not engaging our fully online students. DLI team is productive with mixed modality work model. DLA needs a larger team to enact AOSSE recommendations, support the new norm, and facilitate graduate growth. Anissa will share slides and also will share with various colleges.

- Faculty Senate Course Evaluation survey- Darina Lepadatu (Deferred to next meeting due to time constraints).
  - Review of updated evaluation instrument- does it meet the needs for all modalities?

- KSU Course Modality Database discussion (Deferred to next meeting due to time constraints).
    - Data collected from the form- Do you have enough information to make decisions and monitor college data?
    - Best practices for Template Courses- Assign administrators as instructors in D2L so other faculty can use the shell?
    - Are the reports effective?

VII.   Announcements
- Next DLAC Executive Committee meeting: February 14, 2023
- Next DLAC General Committee meeting: February 28, 2023
Meeting schedules with links, agendas, and minutes can be found on the DLAC website: https://dlac.kennesaw.edu

VIII.   Adjournment

Minutes submitted to Greg Wiles and Amy Jones by M. Lisa Hedenstrom 01/24/2023

Attendance:
Greg Wiles, Chair; M. Lisa Hedenstrom, Secretary; Amy Jones; Anissa Vega; Cristen Ducher; Kris DuRocher; A. Carey Huddlestun; Dabae Lee; Rajnish Singh; Peter Fielding; Aerzou Shafaghat; Julie Moore; Uli Ingram; Brichaya Shah; Svetlana Peltsverger; Veronica Trammell; Matt Marshall; Kathryn Morgan; Joy Brookshire; Sarah Cooper; Jason Rodenbeck; Julia Fuller; Danielle Herrington; Stephen Rahn; Nancy Somjit; Larra Miller; Ashely Moore; Kelley Price; Garima Banerjee;