DLAC General Meeting – March 22, 2022

Call to order
Record attendance

Agenda
Welcome to New Member - Danielle Herrington, Registrar's Office

Approval of Minutes
Minutes stand approved

Reports
1. Curriculum, Instruction, and Assessment Office—Anissa shared that the office is working with the registrar to test scheduling of online and hybrid courses according to the course quality database. Plan is to test it a semester early so that departments get a notification if courses are not in the database. Departments will still be able to schedule, but they will be notified that if they had scheduled in summer 2023, they would have had to change the modality. DLI has a full plate with regard to course reviews. David Johnson asked about the Master Course list, that his course did not appear in the directory. After a brief discussion, Amy Jones shared that hiccups with the database should be shared with her.
2. UITS – Michael Pourreau shared that Galileo is moving to a platform called Open Athens. Students will be able to access the information with their net ID credentials. Anissa asked Michael to remind us of IPSIS update of D2L, which should not affect classes, but if there is a change in enrollment after the update starts, D2L will not automatically enroll or unenroll a student. This change will be April 15, so summer classes will have that new enrollment system. By the time fall semester rolls around, D2L should be able to enroll and unenroll students as per normal.
3. KSU Libraries – Carey Huddlestun mentioned Open Education Week with Chelsea Dickson is coming up March 28-April 1. The Library System wants your opinion about automatically embedding research guides into D2L courses. The library has created over 70 research guides, and the software has the ability to automatically embed them into KSU. Right now, to embed the research guide, one must enroll the librarian a member of your D2L course. The library would like to have the research guides automatically able to be embedded in the course, and the instructors will have the ability to remove the guides. Carey will send out a survey with questions about automatically embedding the guides in D2L.
4. Registrar – Danielle Herrington is joining us from the Registrar's office.
5. Affordable Learning Georgia – Tammy Powell shared that KSU's Library Champion Chelsee Dickson is putting together OER Week at KSU. [The link to the schedule is here](). Kelly Price (ID champion) and Tammy Powell (faculty champion) will do a presentation on OERs as one presentation during the week. There is now a "Grants Decision Tree" feature on the ALG website. This new feature will help faculty and champions better understand what grants to apply for and what templates to use.

[New Grants Decision Tree](#)

KSU garnered many ALG grants in these last two ALG grant rounds. No new rounds have been announced.

Sheeji Kathuria, Library Champion at GSU, is doing a presentation "Using Images and Media in your Presentations." [The registration link is here.](#)

6. Brichaya Shah shared three links: [Online Course Design](#) Professional Development--offering new trainings for teaching online because of high demand. [Request for review](#)--link to requests for reviews of online courses. This is the form to fill out to begin the review process. [Academic Web Accessibility Resources](#)--DLI understands that accessibility can be challenging to faculty, and for this reason has improved their work in accessibility.

   Brichaya reiterated that they were backlogged. She is seeing a lot of courses designed without the rubric in mind. She asks that DLAC representatives share the information provided.

7. College Distance Learning Coordinators

8. Other

Unfinished Business

New Business

Approve changes to CSM Digital Learning Policy – Rajnish Singh & Joy Brookshire

Rajnish reported that the first draft was reviewed by DLAC, and she and Joy worked on it. Rajnish explained that most of the changes were language changes, and Rajnish was presenting this new version to DLAC today. Julie called for discussion. None was offered. Julie asked for recommendations to approve the modifications. Lori Lowder motioned to approve. Peter Fielding seconded. The changes were approved and recommended to the Provost for approval.

Modality Change for Criminal Justice M.S. program – Jennifer McMahon-Howard presented the information on the program modality change for the Criminal Justice M.S. The program is proposing that the courses be put through for approval the semester before they are offered. The college deadline for online courses is fall 2023, and the courses will be approved before then. Jennifer explained the motivation for adding the modality is to cater to students who are currently working in the field and have demanding work schedules that may preclude their abilities to take face to face courses.
Jennifer explained that the modality of the program is being alternated every year to accommodate all students at all modalities.

Julie asked if there were required sequences of courses. Jennifer answered that there were not sequences in the program, and that because most students were practitioners, most chose the CRJU 7798 Demonstration Project instead of the thesis.

Would like to add option of online modality. DLAC needs to determine:
- Is it okay to approve their schedule before online courses are approved? Lori Lowder said that she had no problems allowing the process to proceed. Radwan Ali offered that it would be better if everything is set before the program begins and prefers that the program be completely through the approval process for students.
Anissa Vega noted that scheduling for courses is done in advanced, and college policies will be enforced at time of scheduling. Anissa noted that future scheduling when these policies are in place might make things different than things are now, when things might be looser. Danielle Herrington provided scheduling dates and asked that by the time the schedule is launched live to the students that no changes are being made to the modalities. Anissa noted that reviewing courses the weeks before the course is taught would not get it on the schedule for that semester. Courses scheduled for summer 2023 must be approved in November 2022.
- Is orientation plan sufficient?
- Is plan ok for Fall 2022 start (with scheduling calendar)?
- Does the program plan support student success? Does it follow best practices in online program management?
- Suggestions for any changes to the Curriculog proposal itself?

Julie asked for a motion to approve. Radwan Ali moved and Lisa Hedenstrom seconded. Anissa and Amy Jones asked for any feedback on the Curriculog form—is there any information that people would have liked to have seen but that wasn't there—please send comments directly to Anissa.

Amy reminded us that the program does have to go to the system office before any official modality can be advertised. ADA compliance and orientation for online students must also be included.

Report/proposals from the Digital Course Repository (DCR) Steering Committee – Kim Loomis
Kim shared a document in the files folder for DLAC summarizing the meeting with the steering committee. The DCR will encourage, promote, and recognize faculty for their research-based high quality online courses. The plan is to solicit submissions from the database, require that the courses have a minimum score of 95 on the QM rubric. Courses must conform to the default course design and have a hidden, facilitator module.
Tammy Powell mentioned that RCHSS does not use QM and has no score on its rubric. Kim Loomis mentioned that she was aware of that, and the College of Computing and Software Engineering doesn't use QM, either, and they are taking that into consideration.

Kim noted that it would be great to have an inaugural edition of the DCR in the fall to present to new faculty orientation and encourage new faculty to put extra effort into their online courses and be published in the DCR. Julie recommended that faculty who have won the Bagwell Online Teaching Award would be good candidates, and other colleges might also have similar awards.

Anissa asked what had the steering committee decided as far as reviewers. Kim asked that members consider reaching out to find faculty to submit their courses for review.

Julie mentioned that she is concerned about requiring the design template because some programs have designed their own templates, and requiring additional work to have courses conform to a different template might make extra work for some faculty. Kim agreed that people might not have time to conform to the template at this point in the semester.
Lori Lowder and Stephen Bartlett noted that they could suggest some faculty to submit courses.

Kim noted that courses reviewed with rubrics that are not QM can be re-reviewed by the DCR panel with the QM rubric.

Brichaya Shah stated that the rubrics are not that different, and re-reviewing would not be a huge workload.

Kim asked where reviewers come from. Rajnish Singh asked if a course were nominated, when would Kim want the courses sent her way. Kim called for reviewers. Tammy Powell volunteered to serve. Anissa volunteered to serve. Brichaya also offered to assist. Kim said she would reach out again in the future and expressed appreciation.

Lori Lowder said her college noted that faculty had to have courses approved 8 weeks before classes started and asked if that would not work. Anissa asked that Lori and Anissa speak with Danielle to make sure that the policy still functions.

Announcements

Julie asked that faculty continue to promote the Digital Learning Guidebook to faculty.

Remember, Bagwell, Radow, and Wellstar College elections for DLAC are to be completed in March of the current academic year by April 1st to begin their term the following academic year. Terms are for three years.

Elections for the DLAC Executive Committee will take place at the April 26th DLAC meeting.

Next DLAC Executive Committee meeting: April 12, 2022

Next DLAC General meeting, Tuesday, April 26, 2022

See the DLAC Website for agendas, minutes, and links to DLAC Meetings

Adjournment – 1:47pm