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

September 19, 2023

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 22, 2023 meeting.
(Note: If there are no corrections, the minutes will stand approved as written.)

IV. Reports
- Curriculum, Instruction, and Assessment Office: Julia Fuller reports working with Amy Jones and Michelle Head on the Program Modality Change Form that we reviewed last meeting, working on updating form in Curriculog based on our feedback.
- UITS- Veronica Trammell reports on Softchalk migration: SSO configuration complete, migration will begin 12/14 12pm after Fall semester grade publication, will take 2-3 days to fully complete; admin configuration completed already, working with instructional designers this week, UITS trainers working on documentation to show how to access and navigate the new platform, will be sent to current users of Softchalk by email and to all faculty through D2L Announcement, expect to be fully on new platform in Spring 2024.
- KSU Library: Carey Huddleston is retiring, this is his last meeting, turned over Library representation to Karen Doster-Greenleaf; Karen reports on D2L Navigation Bar Task Force formed over Summer 2023 – in early stages but have project timeline and sent project request to UITS, will continue to update us on progress; Library redesigning subject guides on its website to be geared more toward online instruction practices.
- Registrar's Office: no report.
- Affordable Learning Georgia- Ulli Ingram reports attending ALG meeting where they are making data on prior grants more accessible to view and filter, can go through their website; grant reviewers needed and are compensated, follow this link to apply - reviewer applications due 9/26; current round grant application due 10/24 includes SoTL research grants as well as instruction grants, follow this link to apply for grant.
- Digital Learning Innovations: Julia Fuller reports 2 things, 1) CIA got approval for hiring new instructional designers for DLI and are in process for a Senior Instructional Designer position, then will work on two instructional designer positions, all positions listed on KSU employment site if you know anyone who might be interested; 2) Spring uHoo Analytics training ongoing, have several upcoming feedback sessions from pilot participants, hosting an ARD/PRT session in November to discuss how to use uHoo toward student success goals, only pilot participants invited at this time. Considering extension of ARD/PRT session to all University faculty if November session with pilot participants goes well.

- College Distance Learning Coordinators: Turaj Ashuri reports that SPCEET is revising its digital learning policy to add exemption for online review for a particular program – will send to our committee soon; Peter Fielding reports that COTA is revising its policy for hybrid courses – hope to have to executive DLAC next month.
- Other: none.

V. Unfinished Business
- Faculty Senate Liaison: no volunteers.

VI. New Business
- AI and research- Dissertations, IRB, cloud storage, Guidebook best practices/policy ad hoc committee
    o Veronica Trammell says UITS has turned over policy decisions on AI to the Provost and suggests following their [Acceptable Use Policy](#); storing research or writing on KSU OneDrive will not be fed into AI, their vendors keep that data confidential, if faculty save outside of KSU OneDrive (such as on Google Drive) then it is open to AI access; D2L corporate looking into adding AI detection – more to come on that later, Veronica says to expect a lot of computer applications to include AI in the future.
    o Sandy Arntz says part of IRB application includes information on data storage location and length, data fields and variables, and how the data will be identified, if stripped of identification then sharing that data is no longer an IRB issue and it's up to the researcher to store safely; want researchers using University storage services and will ask about encryption of data in IRB application, have vendors for other types of data – depends on what a researcher needs.
    o Deborah Mixon-Brookshire says Coles had an AI Symposium at end of August, lots of faculty concerns about research and data, need best practices to follow such as a guidebook or policy.
    o Dabae Lee suggests ad hoc committee to create such guidebook or policy.
    o Julie Fuller suggests including someone from SCAI office on committee, too.
    o Chris Welty volunteers to serve on ad hoc committee, will come to October DLAC Executive meeting to discuss further, Amy Jones will forward invitation to DLAC Executive Committee meeting to Chris.

VII. Announcements
- Next DLAC Executive Committee meeting; October 10, 2023
- Next DLAC General Committee meeting: October 24, 2023
Meeting schedules with links, agendas, and minutes can be found on the DLAC website: https://dlac.kennesaw.edu

VIII.   Adjournment

Attendees: Amy Jones (Academic Affairs CSO), Carey Huddleston (Library System), Julia Fuller (DLI), Joy Brookshire (CSM), Deborah Mixon-Brookshire (Coles), Sandy Arntz (Research Compliance/IRB), Cristen Dutcher (Coles), Peter Fielding (COTA), Ben Wadsworth (COTA), Jason Rodenbeck (DLI), Karen Doster-Greenleaf (Public Services), Kathryn Morgan (DLI), Kris DuRocher (RCHSS), Dabae Lee (BCOE), Brichaya Shah (DLI), Milya Maxfield (DLI), Uli Ingram (RCHSS), Sarah Cooper (DLI), Veronica Trammell (UITS), Turaj Ashuri (SPCEET), Chris Welty (CACM), Iarra Miller (DLI), Paweena Somjit (DLI)