

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

January 25, 2022

I. Call to Order and Attendance

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

Meeting was called to order at 12:30pm.

II. Acceptance of Agenda

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

Agenda was accepted as written.

III. Approval of Minutes from the December 7, 2021 meeting.

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

Minutes from December 7, 2021 were accepted as written.

IV. Reports

- Curriculum, Instruction, and Assessment Office—Amy Jones reported no updates at this time. Amy Jones will be supporting the committee, as Debra Hill has moved up to the Provost's office to replace Angie Conti.
- UITS—Veronica Trammell IPSIS—April 15 is the date that summer courses will be loaded because both processes can't be run at the same time.
- KSU Library—no reports at this time
- Registrar's Office—no reports at this time
- Affordable Learning Georgia (Detailed minutes in the DLAC Teams General files)—No meeting this month and no reports at this time. [ALG next round due Feb. 14.](#)
- Digital Learning Innovations—Brichaya Shah shared that professional development has been launched and shared two links. [PDF Accessibility](#) and also additional [professional development offerings](#). Also, there is a form to [request course review](#).
- College Distance Learning Coordinators—no reports at this time
- Other

V. Unfinished Business

- Review of Digital Learning Policy documents from colleges
 - College of Science and Mathematics—Radwan Ali asked about multiple designs for one course—when would such occur. Rajnish Singh explained when multiple professors teach one course they can add design the course to accommodate their pedagogy, for example. Amy Jones explained that such a situation is not uncommon in other colleges. Radwan Ali moved that the policy be approved. Greg Wiles seconded the motion. The policy was recommended to the Provost for approval.

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- Southern Polytechnical College of Engineering and Engineering Technology—No discussion followed. Radwan Ali made the motion to approve and Lisa Hedenstrom seconded. The policy was recommended to the Provost for approval.

Note: Amy Jones in CIA will spend some time looking at all Digital Learning Policies this summer to try to develop a consistent formatting and possible organization template for Digital Learning Policies. Justin Cochran asked if there were considerations regarding if faculty looked at the original policy and then saw the changed format, would there be confusion. Amy Jones said that she would take this into consideration as she moved forward.

VI. New Business

- Distinguished Course Repository – Kim Loomis
Kim Loomis described the Distinguished Course Repository or DCR as “a good place to showcase exceptional course designs for any course.” Kim created a [Genially to offer a more detailed explanation](#). The benefits to faculty are recognition, student success, SoTL, service as a peer reviewer. The site looks like a journal and contains a description of the course. This information will be displayed in the repository. Courses are chosen through a review process. Courses can also earn “Course of Distinction” notations. Kim also shared that there could be “test flights” of courses coming through the DCR process by DLAC members to identify any problems with the process. Also, there will be a “Road Show” where faculty showcase their courses to gain recognition. Justin Cochran asked if Kim was thinking of the course as a replica of an existing course. Kim answered that she was thinking of the course template itself in D2L. It would be developed in D2L then shared and, if approved, entered into the DCR, including descriptors, course description, syllabus, and modalities. Users can request access from the DCR librarian and, if the viewer likes it, can import the course into the viewer’s D2L course. Kim also addressed a prototype presentation. Does DLAC want to the university to pursue this project and, if so, establish a steering committee? Kim Loomis asked DLAC members interested in serving on the steering committee to send her an email.
- Discussion: Does DLAC want to recommend (or propose a policy) that the institution recommend, strongly recommend, or require the use of D2L for all courses no matter modality? (syllabus, announcements in case of emergency, etc.). Svetlana Peltsverger shared that CCSE already has a policy including what faculty must put in D2L for each course. CCSE policies require a syllabus, topic schedule, and textbooks listed in D2L, among other elements. Julie Moore reiterated Radwan Ali’s suggestion that we ask the Deans for feedback before DLAC makes a recommendation. Julie Moore called for a vote on that, and the motion passed.

VII. Announcements

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- Remember, college elections/selections for DLAC are to be completed in March of the current academic year and representatives for the new academic year confirmed by April 1st to begin their term the following academic year. Elections for the DLAC Executive Committee will take place at the April 26 DLAC meeting.
- Welcoming Connie Stone as the representative from the Registrar's Office and Jim Wright will be representing the Deans and Chairs groups.
- The Digital Learning Handbook is very close to finished and has been sent to faculty who were suggested as "fresh eyes." It will be brought to the next meeting and a vote will be held for acceptance.
- March elections of DLAC officials: those up for election in March are BCOE, RCHSS, and Wellstar. Those three colleges will need to elect a new representative. Those assigned by the Deans need to have that assignment renewed by the March meeting.
- Next DLAC Executive Committee meeting: February 8, 2022
- Next DLAC General Committee meeting: February 22, 2022

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

VIII. Adjournment

Radwan Ali moved to adjourn, and Lisa Hedenstrom seconded. The meeting was adjourned at 1:44pm.