

Digital Learning Advisory Committee (DLAC) General Committee

Minutes

MS Teams Virtual Meeting
August 24, 2021

Attendance

- Attendance (and quorum verification). (*Attached*)
- Debra Hill announced that a quorum was reached.

Minutes

- The Chair, Julie Moore, opened the meeting by announcing that the minutes were available.
- She called for any corrections to the minutes from the April 27, 2021 DLAC General Committee meeting. There were none. All who voted were in favor of the minutes as written.

Reports

Curriculum, Instruction, and Assessment Office

- Anissa Vega provided updates from CIA office. Colleges—all deans have been asked to work on college policy with November deadline. DLAC will be asked to review the policies to make sure they meet minimum requirements for accessibility and sustained interaction.
- If anyone in a college is looking at moving a program online, CIA has completed a pilot of modality change form, and it is ready for submissions. DLAC will review those.

UITS

Veronica Trammel shared updates.

Blackboard Collaborate

Blackboard Collaborate has been fully decommissioned. Is currently not available for use but can use it to download historical videos and captures until September 30. Those can be moved into Kaltura Mediaspace.

D2L/BrightSpace Updates

- It is a cloud-based system. D2L will update and make changes when they need to. There are things that can't be held off on changing. When major changes are coming, UITS tried to make announcements to D2L to let students know. Faculty can also [check the D2L website](#) for information.
- Cosmetic changes are being made. Bigger updates occur on the third Friday of each month, just FYI.

Service Now

- UITS would like to ask faculty and staff to use Service Now, the new ticketing system, to request assistance. Veronica asks that persons be clear in what the problem is (not what the solution should be).
- Tickets can be submitted to [ServiceNow](#).

Cybersecurity

- Cybersecurity week has been planned for 2021.
- The dates are October 5 on the Kennesaw Campus and October 8 on the Marietta Campus.

Additional News

- CIO puts out CIO insight every month sharing what is happening in UITS
- Statuspage.kennesaw.edu allows users to subscribe to the systems you work with the most to find out about maintenance and outages. Also, Veronica recommends everyone subscribe to KSU Today to keep up with the latest information.
- New zone assignments—instead of having a TSS assigned to your area, now there are zones with team leads in charge.

KSU Library

No current report

Registrar's Office

No current report

Affordable Learning Georgia

- Tamara Powell explained that Affordable Learning Georgia (ALG) is the USG initiative to reduce course materials costs across the USG institutions. One way ALG does that is to offer grants to faculty to create open educational resources.
- KSU ALG Champions are Chelsee Dickson, Library Champion; Kelley Price, Instructional Design Champion; and Tamara Powell, Faculty Champion.

- The Round 20 Request for Proposals is due November 1, 2021
- The Round 21 Request for Proposals is due February 14, 2022.
- For more information, please visit [the ALG website](#).

Digital Learning Innovations

- DLI is working on strategic planning and refreshing strategic plan. Kim Loomis is currently serving as interim faculty director of digital experience and providing input to DLI on faculty experience. She is working on an assessment of online student support systems at KSU.
- Brichaya Shah reported on the redesign of the website for DLI. There has been a lot of professional development created for various audiences and to support various needs. Reach them at dli.kennesaw.edu to put in a ticket in ChangeGear.

College Distance Learning Coordinators

No current report

Other

Radwan Ali asked about how the campus will know about this group and its role. Anissa Vega answered that she does share the information about the group with chairs, but she asked that members as well share information about the committee and the work it does with their constituents.

Unfinished Business (none)

New Business

Approval of DLAC Bylaws

The draft bylaws were reviewed with no further edits. Lori Lowder motioned to approve and, Lisa Hedenstrom seconded. All who voted were in favor. The bylaws were adopted.

Election of two At-Large Representatives to the Executive Committee

- Greg Wiles and Svetlana Peltsverger self-nominated last spring. Julie Moore, Chair, confirmed they were still interested. There were no additional nominations.
- All who voted were in favor of accepting Greg Wiles and Svetlana as the At-Large Representatives.

Creation of Subcommittees

- Julie explained that several tasks had been set for DLAC, and she asked for volunteers to tackle these tasks.
- Anissa was asked to explain some of these tasks. For the digital learning handbook, Anissa explained that all academic policies should adhere to the policies in the handbook. This handbook collects information and helps us to agree on common terms and direction.

Julie worked with the committee to identify sections of the Digital Learning Guidebook Subcommittee.

Digital Learning Guidebook Subcommittee

Purpose: Develop a draft Digital Learning Handbook that will be made available to faculty (full and part-time).

Sections (Instructional Designers will be assigned to each section to help):

IT Organization Structure & Help (people)/University Support: **Radwan Ali**, Veronica Trammell

Resources & Services: **Brichaya Shah**, Melissa Driver

Definitions of Terms (see below - other subcommittee)

Links to college digital learning policies (under development):

Available tools/software + purpose: **Tamara Powell**, ID, Veronica Trammell, Sarah North

Intro: What do I know about good teaching? How can this help move practices online? Define digital learning: Kim Loomis

Accessibility: **Jason Rodenbeck** (DLI), Joy Brookshire, Stephen Bartlett

How to propose an online program modality: **Vacant**

Best practices (interaction, grading and feedback): (see below - other subcommittee)

Initial outlines by Tuesday, September 21. For discussion at Tuesday, Sept. 28 DLAC meeting.

Draft by Tuesday, October 19, for discussion at Tuesday, October 26th DLAC meeting.

Definitions of and Guidelines for Modalities Subcommittee

Purpose: We are used to traditionally online, hybrid, or campus – what about flipped, blended, asynchronous online, synchronous online? What does 50% online and 50% face-to-face look like? This subcommittee will draft some definitions and guidelines for these various course structures/modalities.

Lori Lowder, Greg Wiles, Peter Fielding, David Johnson, Traci Redish, Anissa Vega (asynchronous input)

Draft by Tuesday, October 19, for discussion and adoption at Tuesday, October 26th DLAC meeting

Online Facilitation Practice Recommendations Subcommittee

Purpose: What guidelines/best practices might be helpful to faculty regarding facilitating online courses? This subcommittee will research and develop a set of guidelines for facilitation of online courses.

Margot (Lisa) Hedenstrom, Joy Brookshire, Julie Moore, Radwan Ali, Will Hurst, Tammy Powell

Draft by Tuesday, September 21, for discussion and adoption at Tuesday, Sept. 28 DLAC meeting.

Announcements

- MS Teams workspaces for DLAC and various subcommittees.
- DLAC's role in communicating the work of this committee. Make sure your colleges know the work of DLAC and that we (faculty) are providing direction for digital learning initiatives.
- Next DLAC Executive Committee meeting: Tuesday, September 14, 2021.
- Next DLAC General Committee meeting: Tuesday, September 28, 2021, at 12:30 p.m.
- Meeting schedules with links, agendas, and minutes can be found on the [DLAC website](#).

Adjournment

The Chair called for any further business. Hearing none, the Chair adjourned the meeting at 1:46 p.m.

**DLAC General Committee
ATTENDANCE 2021-2022**

August 24, 2021
Virtual Meeting via Microsoft Teams

Representing	First Name	Last Name	Present	Proxy Name	Absent
Bagwell College Education	Melissa	Driver	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Bagwell College of Education	Julie	Moore	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Coles College of Business	Radwan	Ali	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Coles College of Business	Justin	Cochran	<input type="checkbox"/>		<input checked="" type="checkbox"/>
College of Architecture and Construction Management	Christopher	Welty	<input checked="" type="checkbox"/>		<input type="checkbox"/>
College of Architecture and Construction Management	Hussein	Abaza	<input type="checkbox"/>		<input checked="" type="checkbox"/>
College of Computing and Software Engineering	Sarah	North	<input checked="" type="checkbox"/>		<input type="checkbox"/>
College of Computing and Software Engineering	Svetlana	Peltsverger	<input checked="" type="checkbox"/>		<input type="checkbox"/>
College of Science and Mathematics	Joy	Brookshire	<input checked="" type="checkbox"/>		<input type="checkbox"/>
College of Science and Mathematics	Vacant		<input type="checkbox"/>		<input type="checkbox"/>
College of the Arts	Vacant		<input type="checkbox"/>		<input type="checkbox"/>
College of the Arts	Peter	Fielding	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Radow College of Humanities and Social Sciences	David	Johnson	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Radow College of Humanities and Social Sciences	Tamara	Powell	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Southern Polytechnic College of Engineering and Engineering Technology	Greg	Wiles	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Southern Polytechnic College of Engineering and Engineering Technology	Lori	Lowder	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Wellstar College of Health and Human Services	Margot Lisa	Hedenstrom	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Wellstar College of Health and Human Services	Kandice	Porter	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Total Voting Members in Attendance			12		
*For virtual meetings, attendance (and quorum confirmation) is documented and based on the individuals attending who typed their name in the chat box to be recorded.					

Digital Learning Advisory Committee (DLAC)
General Committee Meeting
August 24, 2021
12:30 – 1:45 p.m.
via MS Teams

AGENDA

- I. Call to order (verify a quorum is present)
- II. Agenda
- III. Approval of Minutes from April 27, 2021 (*Attached*)
- IV. Reports
 - Curriculum, Instruction, and Assessment Office
 - UITS
 - KSU Libraries
 - Registrar
 - Affordable Learning Georgia
 - Digital Learning Innovations
 - College Distance Learning Coordinators
 - Other
- V. Unfinished Business
 - None
- VI. New Business
 - Approval of DLAC Bylaws
 - Election to two At-Large Representatives to the Executive Committee
 - Greg Wiles and Svetlana Peltsverger self-nominated last spring. Additional nominations will be taken at the meeting.
 - Creation of Subcommittees (Please consider the subcommittee on which you would like to serve.)
 1. Digital Learning Handbook Subcommittee
Discussion about what major sections might be.
Identify leaders/convenors for each section (who will receive help from instructional designers).
Identify volunteers to help.
Initial outlines by Friday, September 24.
Draft by Tuesday, October 19.
 2. Definitions of and Guidelines for Modalities Subcommittee
We are used to traditionally online, hybrid, or campus – what about flipped, blended, asynchronous online, synchronous online?

What does 50% online and 50% face-to-face look like?

This subcommittee will draft some definitions and guidelines for these various course structures/modalities.

Identify leader/convenor.

Draft by Tuesday, October 19.

3. Online Facilitation Practice Recommendations Subcommittee

What guidelines/best practices might be helpful to faculty with regard to facilitating online courses?

Identify lead/convenor.

Draft by Friday, September 24.

- If time, discussion about how DLAC might promote and encourage LMS use for all course sections.

VII. Announcements

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- DLAC's role in communicating the work of this committee. Make sure your colleges know the work of DLAC and that we (faculty) are providing direction for digital learning initiatives.
- Next General Committee meeting: Tuesday, September 28, 2021 at 12:30 p.m. via MS Teams.
- The meeting schedule with links, agendas, and minutes can be found on the DLAC website: <https://dlac.kennesaw.edu>.

VIII. Adjournment