

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

August 22, 2023

- I. Call to Order and Attendance
  - a. (Note: Attendance is documented based on those individuals who type their name in the chat box.)
- II. Acceptance of Agenda
  - a. (Note: If there are no updates or edits, the agenda will stand accepted as written.)
- III. Approval of Minutes from the April 25, 2023 meeting.
  - a. (Note: If there are no corrections, the minutes will stand approved as written.)
- IV. Chair's Welcome
  - a. Introductions and expectations of DLAC members (Dabae Lee, Anissa Vega)
  - b. DLAC resources/supports: website (meetings, bylaws, minutes), Team files etc. (Anissa Vega, Amy Jones)
- V. Unfinished Business
  - a. DLAC executive committee Elections
    - i. Positions:
      - 1. Recording Secretary- The Recording Secretary shall be a Faculty Member who will record the minutes of the General Committee meetings and the Executive Committee meetings, if so requested. The Recording Secretary shall be elected from and by the voting members for a one-year term, with the possibility of re-election for additional one-year term(s).
      - 2. At Large Members- Two At-Large members are elected from and by the voting members for a one-year term.
      - 3. Faculty Senate Liaison- An Executive Committee Member shall serve as liaison to the Faculty Senate and attend Faculty Senate meetings or obtain a proxy when unavailable.
- VI. Reports
  - a. Curriculum, Instruction, and Assessment Office-
    - i. Voice of the Online Learner Report (Anissa Vega),
    - ii. Spring Survey Results (Amy Jones)
    - iii. AI Syllabus Language added to Syllabus template on CIA website <https://cia.kennesaw.edu/> (Amy Jones)
  - b. UITS
    - i. D2L template update (with Julia Fuller)
  - c. KSU Library
  - d. Registrar's Office
  - e. Affordable Learning Georgia (Detailed minutes in the DLAC Teams General files)-

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

- i. Kim Loomis has a conflict with ALG meetings and DLAC meetings, in need of a faculty co-champion to attend virtual ALG meetings (see files for meeting times and additional information)
  - f. Digital Learning Innovations
  - g. College Distance Learning Coordinators
  - h. Other
  
- VII. New Business
  - a. Program Modality collection and update process in curriculog moving forward - Julia Fuller and Anissa Vega
  
- VIII. Announcements
  - a. Next DLAC Executive Committee meeting: September 5, 2023
  - b. Next DLAC General Committee meeting: September 19, 2023
    - i. Meeting schedules with links, agendas, and minutes can be found on the DLAC website: <https://dlac.kennesaw.edu>
  
- IX. Adjournment