November 28, 2023

1. Call to Order and Attendance

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

1. Acceptance of Agenda

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

1. Approval of Minutes from the October 24, meeting.

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

1. Reports
* Curriculum, Instruction, and Assessment Office and DLI – Julia Fuller
1. KSU's course quality review process has been nominated for a national award with UPCEA. Results will be reported out in March.
2. The Course Quality Database contact will be changing from Amy Jones to Milya Maxfield, DLI Senior Instructional Designer. When you have a question or correction about the data in the database, please reach out to her or put in a help ticket.
3. Our office is currently working on branding and building the website for Kennesaw's Online campus. We hope for it to go live in the spring semester.  Here is a mockup of the current design (share 2-3 pages).
4. DLI and CETL will be collaborating on Generative AI training for faculty. If you have ideas or specific needs in this area, please share those with your college instructional designer.
5. Just as a reminder, please be sure that each of you are sharing information from our meetings with your college faculty. Julie Moore has a great model she uses, where she takes notes and then sends those to the college faculty email group. Progress in digital learning can be hindered when faculty are completely unaware of work being done on campus in this regard, because they feel blindsided or assume that faculty voice is excluded.
6. Exciting news: uHoo is ready to share with the campus. If you or any faculty member in your college would like access to uHoo this spring semester, please complete the interest form: <https://kennesaw.co1.qualtrics.com/jfe/form/SV_eqy30Xkj8BOO77o>

Also, for those in the pilot group, originally we asked you to limit your distribution of information and screenshots about uHoo, but that embargo on our institutional intellectual property will relax this spring and you may present at conferences, or share with colleagues how you use uHoo to serve students.

* UITS- No report.
* KSU Library – Karen Doster-Greenleaf
1. The library is moving forward with the redesign of subject guides with deadline of having them all updated before start Fall 2024.
2. The D2L Navigation Bar Task Force has created a new mock-up that the library will be sharing via email later this week for DLAC Committee feedback. Then they will conduct usability tests in Spring 2024 which will include both faculty and students.
* Registrar’s Office – No report.
* Affordable Learning Georgia – Uli Ingram
1. ALG received more applications than ever before and the announcement of grant winners will be 12/1. KSU was very well represented, we were the second highest number of applicants across the USG.
2. The 25th round of grants has been announced and applications are due March 11, 2024. Grants are available for open educational resources or OER. If you’re interested in applying, attend the kick-off meeting in January and see the application and details at: <https://www.affordablelearninggeorgia.org/>.
* College Distance Learning Coordinators – No reports.
* AI Guidelines Committee – Chris Welty
1. Committee had a kickoff meeting a couple of weeks ago before the Thanksgiving break, and tried to identify what the charge of the committee should be and what we should be looking at and from that we had takeaway of four tasks:
	1. What is known about AI at KSU?
	2. What are other institutions doing about AI?
	3. What needs to be addressed about AI at KSU?
	4. What are our recommendations?

2. Committee will meet again in December to begin data collection phase, and set regular meetings for Spring 2024. Will seek input from DLAC Committee at later date.

1. Unfinished Business
* Faculty Senate Liaison – Dabae Lee: if any volunteers, please let Dabae know.
1. New Business
* Modality Change Proposal [Elementary Education, BS](https://kennesaw.curriculog.com/proposal%3A16313/form) – Jennifer Ward

Elementary Education proposing program modality change to offer undergrad program in Elementary Education fully online. Many students are professionals already working full time to become certified teachers, a fully asynchronous online program would help them get a degree, and a fully online program is competitive with other USG schools.

-Julia Fuller asks what is timeline for submitting online courses for course review that are still under development? Jennifer offers a chart in the Teams Chat showing most courses are developed, just need to be put through review. The target date to submit for review is end of this semester, 12/15/24. Any courses outstanding from review will not be taught in Spring 2024. Julia suggests Jennifer work with college IDs Steve and Ron to help get outstanding courses submitted for course review.

-Amy Jones reminds us that when courses do not exist in the course catalog, they cannot be reviewed for modality change, so course must go through the curriculum review process and be accepted and put into the catalog before they can be submitted through DLI. CIA has to prioritize courses that already exist in the course catalog before working on courses that may not have reached full curriculum approval.

-Dabae Lee asks about item 2L on the Program Modality Change Form: she doesn’t see how the program is going to provide regular and substantive instructor interaction. Julia Fuller clarifies that there are federal government requires sustained and substantial instructor interaction in fully online courses, which KSU has to show evidence or documentation of. Jennifer explains that the program has orientations every semester giving students a first touch point with program coordinators. Dabae says she sees the orientations explained in the previous Program Modality Change Form question, but she wants to know about instructor interaction with students throughout the semester. Jennifer says she doesn’t know the specific plan for each course, but she knows some instructors use synchronous meetings with small groups for assignment feedback, optional one on one meetings with students, and virtual office hours every week. Julia Fuller clarifies the federal government rules reminding use that regular interaction is defined as “taking place on a predictable and scheduled basis”, substantive means “students are engaged though learning, teaching and assessment” such as direct instruction, assessing and providing feedback on assignments, facilitating group discussion and responding to questions about the course. These are the types of activities that need to be going on in fully online courses. Amy Jones adds that this question of instructor interaction has been addressed in every college digital learning policy. So if BCOE says their online program does meet both QM and their own digital learning policies, it means that this question has been met.

-Julie Moore moves to approve the proposed modality change, Kandace Porter seconds, and a vote is taken. The proposal is approved with 10 yes votes.

* Modality Change Proposal [Geospatial Sciences, BS](https://kennesaw.curriculog.com/proposal%3A16406/form) – Ranbir King and Uli Ingram

Geospatial Sciences already teaches many courses online and have high enrollment in those courses with waiting lists. Based on feedback from current students, program alumni and their advisor they want to have a fully online program option, especially for students who learn remotely. The program has three concentrations, they are asking for modality change to fully online for two of those concentrations: Human Environment and Information Systems. The third concentration, Surveying, is not included in this Proposal.

-Julia Fuller asks what is timeline for submitting online courses for course review that are still under development? Uli Ingram responds that she thinks there is only one course that has yet to be developed as an online course because it is a brand new course.

-Julia Fuller asks about question 2G on the Program Modality Change Form about the program concentrations. How will the program ensure that students know that only two of the three concentrations will be offered fully online? The program uses social media, mailing lists, monthly newsletters and its KSU website to widely distribute information about the program to students. They have a very good advisor who keeps in touch with current and prospective students, too. The program is trying to get the third concentration online within the next couple of years, too. Amy Jones added that the course catalog will indicate which program concentrations and courses within the programs are fully online and which are face to face. The DLAC Committee decides that this is enough clarification for question 2G.

-Dabae Lee asks about question 2I on the Program Modality Change Form, she says that the response mentions an attached spreadsheet, but there is no spreadsheet attached. Ranbir Kang says he will email the spreadsheet to Amy Jones to upload into the Form. Ranbir then shares the spreadsheet on his screen to show other institutions that offer their program fully online and what is their enrollment.

-Dabae Lee asks about question 2F on the Program Modality Change Form regarding the orientation plan for new students in the online modality. Ranbir Kang responds that since most of their courses are already online, most students already have experienced their courses online, they just needed to make the online modality formal.

-Dabae Lee asks about question 2L how will the program make sure there is regular and substantive instructor interaction in their online courses? Amy Jones reminds us that the question of instructor interaction has been addressed in every college digital learning policy. Ranbir Kang adds that their online courses have significant interaction with students including video meetings, individual meetings, one on one work on projects, group work at the same time with videos on, and regular discussions, and the courses are all reviewed by RCHSS college.

-Cristen Dutcher moves to approve the proposal change, Deborah Mixon-Brookshire seconds and a vote is taken. 10 yes votes passes the proposal change.

* Modality Change Proposal [Professional Writing, MAPW](https://kennesaw.curriculog.com/proposal%3A16362/form) – Aaron Levy

The Master of Arts in Professional Writing requests a change to online modality because they have been asked by their college and department chair to grow their program, with hopes of growing outside of Georgia, and expansion and recruitment can be done better with online courses to attract students who do not live in GA. Some courses will be asynchronous and some, like creative writing which requires collaborative workshopping at the same time, will be synchronous.

-Julia Fuller notes that the submitter of the Change Form, Dr. Harvard, has indicated that he will ensure all courses are submitted for course review prior to being offered online.

-Julia Fuller recommends that the Program make use of their ID Catherine to support the process of design and development, especially since some will be asynchronous and some synchronous.

-Dabae Lee makes a note on question 2F on the Program Modality Change Form why the orientation program for online students will have “minor modifications” from the face to face program orientation? Was it because there are some program opportunities, such as graduate teaching assistantships, that can only be offered face to face? Aaron Levy responds, yes, the GTA opportunities are only face to face because they are trained to teach only face to face, not online courses.

Dabae Lee asks about question 2L how will the program make sure there is regular and substantive instructor interaction in their online courses? Amy Jones reminds us that the question of instructor interaction has been addressed in every college digital learning policy.

-Cristen Dutcher moves to approve the proposed modality change, Deborah Mixon-Brookshire seconds and a vote is taken. 10 yes votes approves the change.

* CCSE Policy and Rubric Update – Svetlana Peltsverger

Only one major change to the Policy, that was to change the language on what course changes will trigger course re-review. It used to be if “10% of the course was changed”, but faculty said that was too vague, so now it is a non-exhaustive list in Appendix A explaining what course changes will trigger re-review.

-Julia Fuller suggests adding “so long as the course is fully accessible” to changes in videos under Appendix A, which Svetlana does.

-Kandace Porter comments that every change under Appendix A should be accessible, so perhaps the intro to the Appendix should have the “so long as the course is fully accessible” phrase, which Svetlana changes.

-Julia Fuller comments that the DLI website in their policy will be changing and will need to be updated, and Amy Jones responds that CIA office will take care of that for the college when the new site goes live.

-Julia Fuller asks about Policy #4 the sentence: “A course approved as x% hybrid cannot be offered with more than x% of the deliver online.”, was the x% intentional? Svetlana responds yes, it was because it depends on what % the course uses. If the course is 33% hybrid, then only 33% can be online, if 66% hybrid, then either 33% or 66% can be offered online, if 100% hybrid, then 33%, 66% or 100% can be offered online, which is in alignment with the current KSU hybrid course setup.

-Svetlana notices Julia Fuller’s written track changes comment on Policy #6 and states that this was approved by KSU legal, so it was part of the original policy.

-Dabae Lee asks about the Policy Appendix which states that courses must undergo review every three years or sooner if updated, which was unclear. Svetlana clarifies that all courses get reviewed every three years even if they don’t have updates. Dabae asks if that sentence can be clarified to make sure it is understood that all courses, even if not updated in three years, will get reviewed each three years, and Svetlana does that.

-Dabae Lee asks about the Rubric and Svetlana replies that the Rubric was not changed, just reorganized, but nothing new was added to it.

-Julia Fuller asks if Svetlana would consider wording revision on Policy #22 to require evidence of regular and substantive instructor interaction in online or hybrid courses and maybe provide a link to the DLI website for help with course design. Svetlana says she can do that.

-Svetlana then demonstrates that she has made the requested changes to both the Policy and the Rubric by showing them on the screen.

-Zhigang Li moves to approve the Policy changes, Kandace Porter seconds and a vote is taken. 10 yes votes approve the change.

-Julie Moore moves to approve the Rubric changes, Zhigang Li seconds, and a vote is taken. 8 yes votes approve the change.

1. Announcements
* Next DLAC Executive Committee meeting; January 9, 2024
* Next DLAC General Committee meeting: January 23, 2024

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

1. Adjournment

Attendance

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| --- | --- | --- | --- |
| Name | Area | Attendance | Voting Status |
| Dabae Lee | BCOE | X | Voting |
| Julie Moore | BCOE | X | Voting |
| Deborah Mixon-Brookshire | COLES | X | Voting |
| Cristen Dutcher | COLES | X | Voting |
| Christopher Welty | CACM | X | Voting |
| Hussein Abaza | CACM |  | Voting |
| Zhigang Li | CCSE | X | Voting |
| Svetlana Peltsverger | CCSE | X | Voting |
| Joy Brookshire | CSM | X | Voting |
| Ranjnish Singh | CSM |  | Voting |
| Ben Wadsworth | COTA |  | Voting |
| Peter Fielding | COTA | X | Voting |
| Uli Ingram | RCHSS | X | Voting |
| Kris DuRocher | RCHSS | X | Voting |
| Turaj Ashuri | SPCEET |  | Voting |
|  | SPCEET |  | Voting |
| Kandice Porter | WCHHS | X | Voting |
| Mia Oberlton | WCHHS |  | Voting |
| Anissa Vega | Academic Affairs | X | Non-voting |
| Brichaya Shah | DLI | X | Non-voting |
| Julia Fuller | DLI | X | Non-voting |
| Karen Doster-Greenleaf | Library | X | Non-voting |
| Danielle Herrington | Registrar’s Office |  | Non-voting |
| Veronica Trammell | UITS | X | Non-voting |
| Kim Loomis | Academic Affairs |  | Non-voting |

Guests: Jennifer Ward, BCOE; Lindsey Towns, DLI; Milya Maxfield, DLI; Paweena Somjit, DLI; Ranbir Kang, RCHSS; Aaron Levy, RCHSS