**Distance Learning Advisory Committee**

**Minutes – October 28, 2015**

**Attendees**:

* Laura Robinson, Coles College
* Laura McGrath, English (Former Chair)
* Jim Cope, Distance Learning Center
* Joy Brookshire, Science & Math
* Humayun Zafar, Coles College
* Stephen Bartlett, History
* Nyasha GuramatunhuCooper, Leadership
* Chris Welty, Architecture
* Lisa Johnson, Wellstar (SW & HS)
* Marina Koether, Chemistry
* Lee Langub, BCOE-EECE
* Alison Hedrick, University College
* Bob Brown, Computing & Software Engineering
* Robert Swift, Instructional Designer

**Purpose**: Organize by electing a chair and discuss topics for evaluation.

Online access was available and the meeting was recorded through Blackboard Collaborate.

Laura McGrath gave an overview of the history of this committee which was originally formed as a task force and later expanded to an advisory committee responsible for reviewing the faculty incentive program for online courses. She reviewed the accomplishments of the previous committee. These included developing policies and practices for distance learning and codification of the online incentive payment of $50 per student. The committee also provided feedback on other potential incentives and the new test center. She then presented the bylaws which had a second reading on May 5, 2014. A clarification had a first reading on January 12, 2015, but she could not say whether it had been through a second reading. Finally, Laura suggested several actions for this committee:

1. Ensure each college has elected two representatives to this committee
2. Determine which version of our bylaws apply to this committee
3. Correct information in the University Handbook
4. Ensure the Faculty Senate website is updated to include our committee

Laura Robinson asked everyone to introduce themselves and let the group know if they were interested in taking over as chair. Marina volunteered to be chair if needed. Lee offered to act as co-chair. A verbal vote was held with both being elected.

The group then discussed additional topics for the committee to consider:

Jim Cope shared the need to provide recommendations on Web Accessibility to ensure KSU is in full compliance with Federal law section 508 requirements. We should expect to receive it for consideration early next year once it has been through shared governance.

Humayun Zafar shared his research on e-core noting that student data has been made available for study, though faculty data is still needed to complete the work.

Bob Brown suggested we discuss the use of templates (masters) for D2L classes.