DLAC General Committee
Teams Virtual Meeting

April 27, 2021

Minutes

I. Attendance
    - Attendance (and quorum confirmation) was documented and based on the individuals attending who typed their name in the chat box to be recorded. *(Attendance attached, quorum present.)*

II. Welcome
    - Margot Lisa Hedenstrom introduced herself as the 2020-2021 Chair of DLAC. Lisa reviewed the revised structure of the committee that was approved by Faculty Senate *(see attached)*.

III. Elections
    - Nominations were accepted for the 2021-2022 DLAC Executive Committee. Two self-nominations were received (Greg Wiles, SPCEET, and Svetlana Peltsverger, CCSE). It was not clarified what position on the Executive Committee these individuals wanted to be considered for. Greg Wiles stated he wanted to participate on the Committee but did not need to be Chair. Svetlana Peltsverger was not in attendance at the time of the votes.

    - Nominations from the floor for the 2021-2022 Executive Committee:
        Julie Moore, BCOE, for Chair
        Radwan Ali, COLES, for Associate Chair
        Tamara Powell, RCHSS, for Recording Secretary
        All accepted and all eligible voting members in attendance voted in favor *(see attached)*.

    - Official titles of other Executive Committee positions will be determined during the drafting of by Bylaws. Greg Wiles and Svetlana Peltsverger would like to participate on the Executive Committee once those positions have been identified.

IV. New Business
    - <u>A Bylaws Ad Hoc Committee</u> was formed to draft bylaws for the revised DLAC. The committee members are:
        Lisa Hedenstrom
        Julie Moore
        Radwan Ali
        Tammy Powell
        Pamela Rodriguez Montero

    The committee will begin meeting soon and over the summer to present a draft at the first General Meeting in August.

- Post-pandemic Normal – re: D2L student access prior to the first day of class of the semester. Anissa Vega requested feedback from the group regarding when – post-pandemic – should classes be opened to the students in D2L before the start of a semester.

  There was much discussion and comments. (i.e. Not enough time for faculty to finish one semester and turn around and prepare the course(s) for the next semester; not enough time for those faculty – especially part-time – who teach several sections; very few students log into their courses early.)

  In summary, the preferred rank responses are:
    1. Course opens on the first day of the scheduled class. (Majority favored.)
    2. Course opens 24 hours prior to the first day of the scheduled class.
    3. Course opens the Friday before the first day of the scheduled class.

  Anissa stated she would provide the Provost with their feedback. Once an official decision is made, Anissa will communicate with the DLAC members asking that they communicate the decision within their college.

- Micro-credentialing
  Anissa Vega introduced the group to the new Micro-credentialing initiative that has been in the works.
    - Developing a centralized process and mechanism for all campus participants who want to offer badges.
    - Creating a consistent process to propose a micro-credential through Curriculog (for an existing course/program) and protecting the taxonomy of KSU courses.
    - Create greater relevance for KSU's degree programs.
    - Will become available to students, faculty, staff, and the external KSU community.
    - System called "Badgr" to award the credentials:
      Level 1   Earn a souvenir
      Level 2   Earn a ribbon
      Level 3   Earn a badge
      Level 4   Earn a digital certificate

- Program Modality Change Review Process
  There have been inconsistencies in how and where program modalities have been reported or advertised. College websites, the catalog, and the USG's Degree Majors Authorized (DMA) list often are not in sync.

  Change in a program's modality needs to be reported to the USG. The requested change also needs to be reviewed to ensure that it meets any associated requirements (i.e. Accessibility, Teach-out Plan, Deactivation). DLAC is being

asked to be reviewers for requested program modality changes and recommend to the Provost's Office if all requirements have been met before the change is sent to the USG. This review process will be done through Curriculog. Training, new forms, and communication will be offered this fall.

- Master Course Repository
Garima Banerjee, DLI, reported on the work a team, in collaboration with Library Services, exploring the creation of a master course repository to house course designs that faculty have been paid to create on behalf of KSU. Optional inclusion of non-paid faculty-design courses is also being discussed. Maintaining such a repository will be beneficial to all faculty, especially part-time.

- Summer Training Program
Kathryn Morgan reported on a request from President Whitten for development of a Summer Workshop Series for faculty about using D2L with face-to-face and hybrid courses.

V. Announcements
- DLAC Executive and General Committee meetings for the fall semester will be virtual through MS Teams. Members will receive a meeting schedule with the dates and MS Teams links.

- The next DLAC General meeting is Tuesday, August 24, 2021 at 12:30 p.m. via MS Teams.

- The meeting schedule with links, agendas, and minutes will be posted on the DLAC website: https://dlac.kennesaw.edu.

VI. Adjournment
- The meeting adjourned at 1:48 p.m.

av/djh

Digital Learning Advisory Committee
General Meeting
April 27, 2021; 12:30 p.m.; via MS Teams

Total Voting	Present (P)	College	Name of Committee Members		Chair Vote	A-Chair Vote	Secretary Vote	Other	Other
1	P	BCOE	Julie	Moore	X	X	X		
2	P	BCOE	Melissa	Driver	X	X	X		
3	P	CACM	Christopher	Welty	X	X	X		
4	P	CACM	Hussein	Abaza	X	X	X		
5	P	CCSE	Sarah	North	X	X	X		
6	P	CCSE	Svetlana	Peltsverger					
7	P	COLES	Radwan	Ali	X	X	X		
8	P	COLES	Justin	Cochran	X	X	X		
9	P	COTA	Pamela	Rodriguez Montero	--	--	X		
10	P	COTA	Peter	Fielding	X	X	X		
11	P	CSM	Joy	Brookshire	X	--	X		
12	---	CSM							
13	P	RCHSS	Tamara	Powell	X	X	X		
14	P	RCHSS	David	Johnson	X	X	X		
15	P	SPCEET	Greg	Wiles	X	X	X		
16	P	SPCEET	Lori	Lowder	--	--	--		
17	P	WCHSS	Scott	Gordon	--	--	--		
18	P	WCHSS	Margot	Hedenstrom	X	X	X		
	P	DLI	Kathryn	Morgan (for Brichaya Shah)					
	P	CIA	Anissa	Vega					
	---	CDA							
	P	Library	Carey	Huddlestun					
	P	Registrar	Gabriel	Lindo-Ardila					
	P	UITS	Veronica	Trammell					
		Total of all votes should not exceed 17			13	12	15		
		Nominations:							
		1 Greg Wiles, SPCEET (For Exec. Comm.)						X-Elected	
		2 Svetlana Peltsverger, CCSE (For Exec Comm.)							X-Advisory

Executive Committee Elections (Updated 4/27/2021)

		3 Julie Moore, BCOE (For Chair, Exec Comm.)			X-Advisory			
		4 Radwan Ali, COLES (For Assoc. Chair, Exec. Comm.)				X-Elected		
		5 Tammy Powell, RCHSS (For Recording Secretary, Exec. Comm.)					X-Advisory	
		GUESTS (DLEC, DLAC 2020-2021)						
	P	BCOE	Julia	Fuller				
	P	CDA	Traci	Redish				
	P	CIA	Amy	Jones				
	P	COLES	Doug	Moodie				
	P	CSM	Rajnish	Singh				
	P	DLI	Garima	Banerjee				
	P	DLI	Kathryn	Morgan				
	P	Library	Ashley	Hoffman				
	P	RCHSS	Stephen	Bartlett				
	P	SPCEET	Sumit	Chakravarty				
	P	SPCEET	Renee	Butler				
	P	WCHHS	Amy	Howton				

Digital Learning Advisory Committee (DLAC)
(Updated)
April 27, 2021
12:30 – 1:45 p.m.
via MS Teams

Click here to join the meeting
(or copy and paste into a browser)

AGENDA

Attendance is recorded based on those members and guests typing their name in the Chat Box.

I.   Welcome *(12:30 – 12:35 p.m. - Margot Lisa Hedenstrom)*
   - Review of revised structure for 2021-2022 DLAC

II. Elections *(12:35 – 12:45 p.m. - Anissa Vega)*
   - Executive Committee Elections
       - (At minimum – Chair, Associate Chair, Recording Secretary, Other?)
   - Nominations
       - Anyone attending may nominate someone; ***only 2021-2022 voting members may self-nominate and vote.***
       - Received to Date:
               Greg Wiles, SPCEET (self-nomination)
               Svetlana Peltsverger, CCSE (self-nomination)

III. New Business *(12:45 – 1:45 p.m.)*
   - Bylaws ad hoc committee (Anissa Vega)
   - Post-pandemic Normal (Anissa Vega)
       - D2L student access prior to first day of class of the semester.
   - Micro-credentialing (Anissa Vega)
   - Curriculog – ~~Course~~ Program Modality Change Review (Amy Jones)
   - Summer Training Program - requested by the President (Kathryn Morgan)
   - Master Course Repository (Garima Banerjee)

IV. Announcements
   - Next General Committee meeting: Tuesday, August 24, 2021 at 12:30 p.m. via MS Teams
   - Next Executive Committee meeting: Tuesday, September 14, 2021 at 12:30 p.m. via MS Teams

PROPOSAL TO FACULTY SENATE
UNIVERSITY HANDBOOK LANGUAGE REVISION
FOR THE
DISTANCE LEARNING ADVISORY COMMITTEE (DLAC)
(Changes in red at the request of the Faculty Senate on 3.22.2021)

(Voted and approved by DLAC at February 23, 2021 Spring Meeting)

Digital Learning Advisory Committee - assigned to the Faculty Senate and advisory to the Faculty Senate and the Office of the Provost and Senior Vice President for Academic Affairs designee.

Purpose: This committee will recommend and advise on policy related to digital learning. The results of this work will be sent to the Faculty Senate and the Office of the Provost and Senior Vice President for Academic Affairs designee.
Membership:
 1. Voting Member
    - One elected teaching faculty representative from each degree-granting college
    - One ~~appointed~~ faculty representative (appointed by the college dean) with demonstrated expertise in digital learning from each degree-granting college (i.e. a Distance Learning Coordinator)
 2. Non-Voting Advisory Member
    - One representative from each of the following groups:
       i) Chairs and Directors Assembly
       ii) Curriculum, Instruction, and Assessment
       iii) Digital Learning Innovations
       iv) Library
       v) Registrar
       vi) University Information Technology Services
Meetings: Once per month during the academic year
Term: Elected members serve a 3-year term (Initially, with staggered terms to ensure continuity of experience on the committee.)

Voted and approved at February 23, 2021 DLAC Spring Meeting
Voted and approved at April 12, 2021 Faculty Senate Meeting

Digital Learning Advisory Committee
Draft Membership Roster

	College	Name of Committee Members		Elected Three-Year Term Expires (Spring)	
1	Bagwell College of Education				
2	Bagwell College of Education			**	
3	College of Architecture and Construction Management				
4	College of Architecture and Construction Management			**	
5	College of Computing and Software Engineering				
6	College of Computing and Software Engineering			**	
7	Radow College of Humanities and Social Sciences				
8	Radow College of Humanities and Social Sciences			**	
9	Coles College of Business				
10	Coles College of Business			**	
11	College of the Arts				
12	College of the Arts			**	
13	College of Science and Mathematics				
14	College of Science and Mathematics			**	
15	Southern Polytechnic College of Engineering and Engineering Technology				
16	Southern Polytechnic College of Engineering and Engineering Technology			**	
17	Wellstar College of Health and Human Services				
18	Wellstar College of Health and Human Services			**	
19	Digital Learning Innovations			Non-Voting	Advisory*
20	Curriculum, Instruction, and Assessment (CIA)			Non-Voting	Advisory*
21	Chairs and Directors Assembly (CDA)			Non-Voting	Advisory*
22	Library Services			Non-Voting	Advisory*
23	Registrar's Office			Non-Voting	Advisory*
24	University Information Technology Services			Non-Voting	Advisory*
	**Appointed faculty representative				
	Elected faculty reps. on initial staggered terms; Current serving members will complete their original term with the option to extend by one-year.				

UNIVERSITY HANDBOOK LANGUAGE REVISION

(Voted and approved by DLAC at February 23, 2021 Spring Meeting)

~~Distance~~ Digital Learning Advisory Committee - assigned to the Faculty Senate and advisory to the Faculty Senate and the ~~Provost~~ Office of the Provost and Senior Vice President for Academic Affairs designee. ~~Executive Director for the Center for Excellencein Teaching and Learning.~~

Purpose: This committee will recommend and advise on policy related to digital learning. ~~evaluate proposals and existing processes to improve distance and technology enhanced learning~~. The results of this work will be sent to the Faculty Senate and the Office of the Provost and Senior Vice President for Academic Affairs designee.~~Executive Director of the Center for Excellence in Teaching and Learning (CETL)~~.

Membership:
3. Voting Member
   - One elected teaching faculty representative from each degree-granting college
   - One appointed faculty representative with demonstrated expertise in digital learning from each degree-granting college (i.e. a Distance Learning Coordinator)
4. Non-Voting Advisory Member
   - One representative from each of the following groups:
     - vii) Chairs and Directors Assembly
     - viii) Curriculum, Instruction, and Assessment
     - ix) Digital Learning Innovations
     - x) Library
     - xi) Registrar
     - xii) University Information Technology Services
5. ~~Representative from CETL Distance Learning Innovations (non-voting).~~

Meetings: ~~At least once per semester~~ Once per month during the academic year

Term: ~~2~~ Elected members serve a 3-year term