DLAC Minutes

Teams Virtual Meeting

February 23, 2021
11:00 a.m.

I. Attendance
- Attendance attached, quorum present.

II. Approval of Minutes
- Bill Bailey motioned to approve the November 9, 2020 minutes with the correction to Christopher Welty's name spelling and removal of the duplicate listing. Laura McGrath seconded. The minutes were approved with corrections. *(See attached)*

III. New Business
- University Handbook Revision – Draft *(see attached)*

  The members present reviewed and discussed the proposed changes to the University Handbook language for the Committee. After discussions and clarifications, Doug Moodie motioned to approve, Julia Fuller seconded the motion, and the Committee voted and approved the proposed revisions to the handbook language.
- 2021-2022 Membership Roster – Draft *(see attached)*

  The members present reviewed and discussed the proposed membership roster for 2021-2022 based on the revised handbook language. This included proposing a staggered term process for elected members (in the beginning) to prevent all members rolling off at the same time and preserve continuity of experience on the Committee. Doug Moodie motioned to approve, Amy Howton seconded the motion, and the Committee voted and approved the proposed roster and terms.
- 2021-2022 Committee Meeting Schedule – Draft *(see attached)*

  The members present reviewed the proposed meeting schedule for the 2021-2022 academic year. This meeting schedule aligns the Committee with the other university standing committees (under the purview of the Office of the Provost and Senior Vice President for Academic Affairs – Curriculum, Instruction, and Assessment Office) and the revised handbook language. Doug Moodie motioned to approve, Melissa Driver seconded the motion, and the Committee voted and approved the proposed schedule.
- Presentation to Faculty Senate Executive and General Committees

  The proposed revisions for the Committee will be presented to the Faculty Senate Executive Committee on Monday, March 15, 2021, at 12:30 p.m. (virtual). If approved, it will be presented to the Faculty Senate General Committee on Monday, March 22, 2021, at 12:30 p.m. (virtual) for approval.

  Margot Hedenstrom, Doug Moodie, and Melissa Driver will represent the Committee at these meetings.

If approved by the Faculty Senate, revisions will be included in the 2021-2022 University Handbook.

IV. Adjournment

- The Chair, Margot Hedenstrom, adjourned the meeting at 11:48 a.m.

Distance Learning Advisory Committee
2020-2021 Member List

Spring Semester Meeting
Tuesday, February 23, 2021
11:00 a.m.

	College	Name of Committee Members		Term Expires (Spring)		Attend Y/N
1	Bagwell College of Education	Julia	Fuller	2019	2021*	Y
2	Bagwell College of Education	Melissa	Driver	2020	2022*	Y
3	College of Architecture and Construction Management	Christopher	Welty	2015 2021	2021 2023*	Y
4	College of Architecture and Construction Management	Hussein	Abaza	2015	2021	N
5	College of Computing and Software Engineering	Zhigang	Li	2019	2021*	Y
6	College of Computing and Software Engineering					
7	Radow College of Humanities and Social Sciences	Laura	McGrath	2019	2021*	Y
8	Radow College of Humanities and Social Sciences	David	Johnson	2020	2022*	Y
9	Coles College of Business	Doug	Moodie	2019	2021	Y
10	Coles College of Business					
11	College of the Arts	Valerie	Dibble	2015	2020	Y
12	College of the Arts	Jessica	Stephenson	2016	2020	N
13	College of Science and Mathematics	Joy	Brookshire	2015	2020	N
14	College of Science and Mathematics	Paula	Jackson	2018	2020	
15	Southern Polytechnic College of Engineering and Engineering Technology	Bill	Bailey	2018	2020	Y
16	Southern Polytechnic College of Engineering and Engineering Technology	Sumit	Chakravarty	2018	2020	N
17	Wellstar College of Health and Human Services	Margot	Hedenstrom**	2019	2021*	Y
18	Wellstar College of Health and Human Services	Amy	Howton	2019	2021*	Y
	Director, Digital Learning Innovations	Brichaya	Shah	n/a		Y
	AAF – AVP Curriculum and Academic Innovations	Anissa	Vega	n/a		Y
	*Confirmed w/individual					
	*All are voting members, unless otherwise indicated.	**Committee Chair				

Updated: 2/19/2021

Distance Learning Advisory Committee Minutes

11/11/2020

Members Present: Margot Lisa Hedenstrom (facilitator); Doug Moodie; Brichaya Shah; Christopher Welty; Melissa Driver; Julia Fuller; Joy Brookshire; Bill Bailey; Laura McGrath; Amy Howton; Zhigang Li

Dr. Hedenstrom made introductions and called the meeting to order at 3:00pm.

DLAC Committee

Members are asked to let Denise Robbins or Dr. Hedenstrom know if they are on the committee and are not getting emails or the DLAC email list. Likewise, if anyone is getting the notifications who is no longer on the committee, please let us know. We are asking that folks inform us of who are their representatives if they are no longer on the committee.

The purpose of the committee was discussed and reviewed. Members were also directed to the DLAC KSU website.

The purpose and function of the committee is:

This committee reviews all KSU and USG distance education policies and may make recommendations for revisions to existing policies or practices to the Faculty Senate. The committee makes and hears policy change proposals/recommendations to distance education policies. All future distance education policy or practice changes are first reviewed by this committee (at its behest or at the behest of the Faculty Senate Executive Committee or the entire Senate) and then, second, by the Faculty Senate for feedback before being implemented. (Source: dlac.kennesaw.edu)

Suggestions from department colleagues for distance learning

Members of group shared comments from their respective departments. Items included faculty needs, student needs and connectivity issues:

Faculty

- Education of faculty for online teaching is needed that is frequent and easily accessible on distance learning.
- Training for faculty is requested to be able to support students during this time (pandemic).
- Faculty have requested not to raise class size during this time for online classes
- Several persons report using Collaborate Ultra in their courses due to integration with D2L and ease of use. Some folks use teams and zoom. Teams does not allow you to see many students at the same time. Collaborate ultra is also preferred by several due to its ability to use breakout rooms.
- In some courses architecture courses and others there are technical challenges with courses and assignments.

Minutes Revised: 2/23/2021 – Correction of spelling of Christopher Welty's name and removal of duplicate listing of name.

- Sometimes more difficulty for faculty in some courses to know if a student is falling behind since faculty does not have face to face time with students.

Student needs

- Resources for students who are having difficulty during this time
- Support for students and training for students who have never had online classes. Recommend students be required to take a training session (MBA program does this).
- Student resources on D2L function and uses. Students have missed announcements, assignments, and material due to lack of knowledge about D2L

General topics:

- Connectivity issues and issues with internet or use of camera (band width and connections)

Rotating hybrids

Rotating hybrid courses were discussed. One member noted that many faculty doing rotational hybrids are faculty who in the past did purely face to face and they are not the experienced online with teaching. Some faculty have been successful with this and shared their experiences.

(Note: In KSU today email sent to faculty on a roundtable to discuss rotational hybrid courses to be held in December)

Feedback and Recommendations

Brichaya Shah responded to group on topics discussed at meeting and identified sources of support and also for faculty questions. Resources include instructional designers and website to support faculty. See information in minutes below.

Recommendations and follow up for group to share with their departments:

1) OLS learn online is a source of support at OLS.Kennesaw.edu still being worked on as it was put up and expanded quickly due to need for online classes during pandemic. Ols.kennesaw.edu
2) DLI@kennesaw.edu is an email faculty can use for their support with instructional design and support. Design development or other items that faculty need support with can be requested through this email.

Other discussion

Group asked if faculty senate had reached out to us for any issues or questions or feedback. Doug Moodie is our connection to the faculty senate, and there is currently no business or

questions to report. Doug will share with us if there are needs from faculty senate that need discussion in our committee.

Summary of resources:

These are resources we discussed during our meeting. Please share with your departments so they will be aware of these resources.

DLI@kennesaw.edu can be a general email for questions on course design or support for faculty as well.

https://ols.kennesaw.edu

https://ols.kennesaw.edu/everyday/technicalhelp.php

dli@kennesaw.edu for Instructional design assistance.

https://dlac.kennesaw.edu/ is the committee website. Please review. Minutes will be posted on this site.

Meeting frequency

The group recommended that the committee meet once per semester and then if requested by any members.

Next steps/next meeting

- Dr. Hedenstrom will summarize minutes and send to DLAC team.
- Dr. Hedenstrom will send a doodle calendar at the beginning of spring semester to propose times for the group to meet in late January or February for a Spring semester meeting in February or March based on committee member availability.

Minutes Revised: 2/23/2021 – Correction of spelling of Christopher Welty's name and removal of duplicate listing of name.

PROPOSAL TO FACULTY SENATE
UNIVERSITY HANDBOOK LANGUAGE REVISION
FOR THE
DISTANCE LEARNING ADVISORY COMMITTEE (DLAC)

(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 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

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 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

Digital Learning Advisory Committee (DLAC)
2021-2022 Member List

	College	Name of Committee Members		Elected Three-Year Term Expires (Spring)	
1	Bagwell College of Education	Melissa	Driver	2020	2022
2	Bagwell College of Education	Julie	Moore	**	
3	College of Architecture and Construction Management	Christopher	Welty	2021	2023
4	College of Architecture and Construction Management	Hussein	Abaza	**	
5	College of Computing and Software Engineering			2021	2024
6	College of Computing and Software Engineering	Svetlana	Peltsverger	**	
7	Radow College of Humanities and Social Sciences	David	Johnson	2020	2022
8	Radow College of Humanities and Social Sciences	Stephen	Bartlett	**	
9	Coles College of Business			2021	2024
10	Coles College of Business	Justin	Cochran	**	
11	College of the Arts			2021	2023
12	College of the Arts	Jessica	Stephenson	**	
13	College of Science and Mathematics			2021	2024
14	College of Science and Mathematics	Matthew	Laposata	**	
15	Southern Polytechnic College of Engineering and Engineering Technology			2021	2023
16	Southern Polytechnic College of Engineering and Engineering Technology	Renee	Butler	**	
17	Wellstar College of Health and Human Services	Suggest term Margot	extend 1 year Hedenstrom	2021	2022
18	Wellstar College of Health and Human Services	Kandice	Porter	**	
19	Digital Learning Innovations	Brichaya	Shah	Non-Voting	Advisory*
20	Curriculum, Instruction, and Assessment (CIA)	Anissa	Vega	Non-Voting	Advisory*
21	Chairs and Directors Assembly (CDA)	Traci	Redish	Non-Voting	Advisory*
22	Library Services	Ashley	Hoffman	Non-Voting	Advisory*
23	Registrar's Office	Gabriel	Lindo-Ardila	Non-Voting	Advisory*
24	University Information Technology Services	Veronica	Trammel	Non-Voting	Advisory*
**Appointed faculty representative					
NOTE: Appointed faculty reps should be re-confirmed; Elected faculty reps on initial staggered terms.					

DRAFT

Voted and approved at February 23, 2021 DLAC Spring Meeting

KSU Committees
2021-2022 Schedule

Committee		Monthly	Day (Unless otherwise noted)	Time
GEC	Executive		1st Tuesday	12:30 – 1:30 p.m.
	General (Executive and Advisory)		3rd Tuesday	12:30 – 1:45 p.m.
GPCC	Executive		2nd Wednesday	12:30 – 1:30 p.m.
	General		4th Wednesday	12:30 – 1:45 p.m.
UPCC	Executive		2nd Thursday	12:30 – 1:30 p.m.
	General		4th Thursday	12:30 – 1:45 p.m.
Joint Executives (UPCC/GPCC)		Alternate Wednesdays and Thursdays	1st Wednesday or Thursday of the month	12:30 – 1:30 p.m.
DLAC (Revised)	Executive		2nd Tuesday	12:30 – 1:30 p.m.
	General		4th Tuesday	12:30 – 1:45 p.m.
University Assessment Council – Academic Group		August October December February April June	Last Friday of Month	TBD

Voted and approved at February 23, 2021 DLAC Spring Meeting