

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

March 28, 2023

- I. Call to Order and Attendance  
(Note: Attendance is documented based on those individuals who type their name in the chat box.)
- II. Acceptance of Agenda  
(The agenda was accepted as written.)
- III. Approval of Minutes from the January 24, 2023 meeting.  
(The minutes were approved as written.)
- IV. Reports
  - Curriculum, Instruction, and Assessment Office- Anissa welcomed Dr. Fuller who is exec director who will provide support and leadership in office. Online support and engagement will be a focus of the group. Dr. Fuller will attend DLAC and support office and Dr. Vega. Advancements in ability to use D2L data. D2L data is exporting to cloud data link. D2L will give faculty support and measurable support for student success. Seeking volunteers of faculty working in summer to give access. Volunteers Svetlana, Greg, others volunteers. Volunteers are asked to contact Anissa.
  - UITS
  - KSU Library- report is in chat. Site noted:  
<https://kennesaw.libcal.com/event/10566044>
  - Registrar's Office
  - Affordable Learning Georgia (Detailed minutes in the DLAC Teams General files)- Kim put detailed minutes in the files. Numbers being reported using low or no cost materials. Lower than expected so concern that is not being reported accurately. Encouraging faculty to participate in this effort. Standard Operating procedure being developed. Share ideas with Kim. Site suggested:  
<https://libguides.kennesaw.edu/openaccess>
  - Digital Learning Innovations
  - College Distance Learning Coordinators
  - Other
- V. Unfinished Business
  - Faculty Senate Course Evaluation survey- Darina Lepadatu
    - Review of updated evaluation instrument- does it meet the needs for all modalities? Low response rates noted for evaluations. Information is in the teams file folder. Information shared on new survey with team via screen share (also in teams folder). Survey will be voted on in faculty senate in April. Senators will vote on this in April. Suggestions for encouraging participation were reviewed.
  - E-Proctoring Guideline/Policy Development- Ad hoc committee report/update
    - USG Guidance memo USG policy statement has been developed.
    - Greg asking about next steps regarding policy or adding to the syllabus?

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- Svetlana stated she submitted information and aligned with USG memo. Anissa recommends turning this into a policy. Policy will need to be routed to faculty senate and leaders. Timing would be likely to happen in the fall due to routing. Greg asked on next steps. CDA put into tracking system per Anissa. CDA agenda, faculty senate agenda to present. Anissa will take to Deans on behalf of the committee. Members would need to help present. Greg will present to CDA.
- KSU Course Modality Database discussion Svetlana suggested using this as a survey. Anissa and Amy will work on this over the summer.
  - Data collected from the form- Do you have enough information to make decisions and monitor college data?
  - Best practices for Template Courses- Assign administrators as instructors in D2L so other faculty can use the shell?
  - Discussion about ensuring content is taught in compliance with approved course material- Practical application.
  - Are the reports effective?

VI. New Business

- Syllabus language around AI- Cristen Dutcher. Posted information and shared information. Cristen worked on a starting point for language. Short paragraphs were created for inclusion in course syllabus language. Suggestion that faculty can edit this as appropriate to the course. Amy suggested going through UPCC or GPCC to share this with those groups. Svetlana will share with ITAC. Group suggested to consider a tab on the syllabus site for “optional syllabus statements.” Name of file in Teams is "Suggested Syllabi Language for an AI course". UPCC and GPCC members are asked to share. No one responded. Greg will look into this.
- CACM Digital learning policy revision Arezou Shafaghat presented this to the committee. This was sent to the team prior to the meeting. Shared with team during meeting. Revised to ask QM standard 85 score achieved and all 3-point standards. Asked the team to vote on this policy. Instructional designer and self-review are required. Confirmed that ID review is required. Voting confirmed with agreement that verbiage on required ID review be included. CACM policy as presented was voted on. Julie Moore moved, and no one seconded. Discussion ensued. Voted with requirement to add with required ID review by adding word required to draft. Lisa H. moved, Dabae L. seconded. Motion passed.

VII. Announcements

- ChatGPT- reference Provost newsletter for more details
- Julie Moore asked to remind everyone about guidebook availability. <https://cia.kennesaw.edu/digital-learning/policies.php>. Please share!
- Next DLAC Executive Committee meeting: April 4, 2023
- Next DLAC General Committee meeting: April 25, 2023 \*ELECTIONS\*

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

VIII. Adjournment

**Attendance:** Cristen Dutcher, Coles; Kathryn Morgan, DLI; Ashely Moore, DLI; Peter Fielding, COTA; Rajnish Singh, CSM; Kris DuRocher, RCHSS; Greg Wiles, Chair; Carey Huddlestun, Library System; Kelley Price, DLI; Amy Jones, Curriculum Support, Academic Affairs; Anissa Vega, CIA; Julie Moore, BCOE; Kandice Porter, WCHHS; Milya Maxfield, DLI; Zhigang Li, CCSE; Brichaya Shah, DLI; Kim Loomis, CIA; Garmia Banerjee, DLI; Lindsey Towns, DLI; Nancy Paweena Somjit, DLI; Stephen Rahn, DLI; Dabae Lee, BCOE; Marcus Green, DLI; Arezou Shafaghat, CACM; Svetlana Peltsverger, CCSE; Julia Fuller, SITI Visitor; Jason Rodenbeck, DLI; Joy Brookshire, CSM; M. Lisa Hedenstrom, WHHS

Minutes submitted by Lisa Hedenstrom Secretary to Amy Jones Curriculum Support.