*March 26th, 2024*

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 February 20th, 2024 meeting.

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

1. Reports
* Curriculum, Instruction, and Assessment Office: Anissa Vega reminds us that the Provost’s newsletter announced that the CIA Office is looking for a Faculty Fellow for DLI because Kim Loomis will return to faculty. The position includes engaging with the instructional design team giving faculty perspective for the training and materials they create for faculty, and support the uHoo Analytics tool. Application deadline is 4/1 for a 9-month appointment starting in August. The job application is on the DLI website under About Us: <https://dli.kennesaw.edu/aboutus/>
* UITS: Anusha Poddar reports: UITS will deactivate Zoom accounts that have not been used for last 18 months, since July 2022, these are mostly student accounts, because KSU is almost at 83% license usage, and they don’t want to run out. D2L is going to decommission SMS notifications in LMS starting in July, making a Push the only way for notification. VoiceThread will have new look starting May 10. Finally, UITS is looking at upgrading Kaltura to a new version which will have better security, but would change inserting videos within content, the recommended way would be through quick links instead of insert stuff in D2L.
* KSU Library: Karen Doster-Greenleaf reports that the library completed usability testing for LibGuide redesign and is now implementing changes in the template and redesigning subject research guides over the Summer so they’ll be live for Fall semester. D2L Nav Bar redesign has IRB approval to conduct usability study over the next month and hopes to have revised Nav Bar to present to DLAC by email before end of the academic year. Dabae Lee asks about continuing error she is getting when using trying to log in, Karen says that is an authentication issue and recommends submitting ticket as it looks like a personal authentication issue.
* Registrar’s Office: No Report
* Affordable Learning Georgia: Uli Ingram reports that announcements for latest round of grant recipients will be made beginning of April for round 25, and ALG continues to update their website <https://www.affordablelearninggeorgia.org/> for the ability to search for lots of data regarding money saved through use of OER over the years.
* Digital Learning Innovations: Julia Fuller reminds us of email sent to colleges by our IDs (sent Mon 3/25) with important DLI info, please share with your faculty. DLI is recruiting faculty to use uHoo Analytics, find the information for the initial 1-hour uHoo training module on the uHoo Analytics website: <https://cia.kennesaw.edu/uhoo/index.php>, then faculty get uHoo Analytics access within about a week of the training completion. Anissa Vega reminds us that the end of semester is soon and we need to make sure we have DLAC committee seats filled for next year. Please be sure your college has completed those elections and sends new names to Lindsey Salimbot-Skinner. Next month, DLAC will elect new Executive Committee members, please consider serving if you are returning to DLAC next year.
* College Distance Learning Coordinators: No report
* AI Guidelines Committee: see Unfinished Business on Generative AI
* Other
1. Unfinished Business
* Revisit discussion on lessons learned from DOJ/DOE: KSU has over 90% compliance with online/hybrid courses college policies, receiving national award for that! Feedback from faculty is that there is disincentive to revise courses because of time commitment and burden of course re-review. Research into DOE/DOJ activity regarding non-compliant Universities shows DOE/DOJ requires ongoing testing of “representative sample” of courses, not all courses, so DLAC discussed idea of no longer requiring re-review of courses, asked members to get college feedback, some shared last month.
	+ Julie Moore, BCOE, BCOE would like to see a representative review system explored.
	+ Cristen Dutcher, Coles faculty are interested in a more flexible re-review system, but concerned about how we ensure randomness of selection, what is standard for passing, how do we maintain high level of compliance for our students if not all courses will be re-reviewed.
	+ Kris DuRocher, Radow, Radow faculty concerned about change fatigue having to go through a whole new re-review system, they don’t feel the disincentive to improve courses, what about consequences of not meeting re-review or being sampled over and over – need more clarity about what the representative sample process would look like.
	+ Anissa summarizes that polices as they are now working fine, suggests since KSU uses a college based policy system, then individual colleges who want to change should think about that change and work with CIA and DLI to establish a representative sample re-review system.
* Opportunities to serve on sub-committees: one more opportunity to volunteer for these committees, please email Julia Fuller to volunteer: jfulle40@kennesaw.edu.
	+ Checklist for DL Policy Reviews – making a checklist for DLAC to follow when making a recommendation regarding a new or revised policy submitted by a college, to help guide each review to ensure some of the key components are addressed in the policy, would also help colleges preparing to submit a new or revised policy.
	+ Checklist for Program Modality Changes – for DLAC to follow when making a recommendation regarding the addition of a hybrid or online program to guide each review and ensure that key components in the program modality change form in Curriculog were adequately addressed, also helpful for program coordinators who are looking into a program modality change.
* Generative AI – Guidance on research and writing assignments: new DLI website <https://dli.kennesaw.edu/resources/generative_ai.php> gives guidelines for using Gen AI at KSU including resources, infographics, video microlessons, and more.
	+ Radow College Gen AI guidebook is another good resource which can be found here: <https://radow.kennesaw.edu/academic-innovation/development/RCHSS%20%20Generative%20Artificial%20Intelligence%20Toolkit%202023%20FINAL.pdf>, which will be linked on the DLI website too.
1. New Business
* [Program modality change: Sport Management](https://kennesaw.curriculog.com/proposal%3A16990/form)
	+ Jennifer Willett from Sport Management overviews the change: Sport Management program has over 500 students, started with online courses 8 years ago, enrollments increased with adding more online courses, online classes now filling faster than other modalities, having a full online program would allow for more enrollment and better recruiting, hope to start online program Fall 2025, all core courses have been approved by their college to be taught online.
	+ Julia Fuller asks will this be a fully online program? Jennifer says options for both – every course offered online and also face to face or hybrid, face to face program will remain in place. Julia asks about core courses that will be offered online; will any required electives be offered online so students can have fully online path to completion? Jennifer says yes, students can take internships, or several online electives offered at least once a semester, or online courses outside of Sport Management that can be taken online. Julia recommends adding that information to the Curriculog proposal because it now reads that only the core courses will be online. Jennifer agrees to do so. Julia asks if additional courses will need to go through course review process for online courses? Jennifer says no because enough electives are already approved as online courses, not full selection of electives, but enough to allow students to complete a fully online degree in Sport Management.
	+ Kandace Porter asks if DLAC can vote for program change pending Curriculog update by Jennifer Willet in item 2A at the end of the paragraph regarding a fully online path for Sport Management students. Kandace suggests adding: “XX of elective credit hours are required in Sport Management. XX of the XX SM course listed as electives are currently approved for online delivery. In addition, XX approved elective courses offered outside the department are approved as online courses.”
	+ Annissa offers to make changes in Curriculog after some confusion about who has current change rights.
	+ Svetlana Peltsverger moves to approve program change pending Curriculog additions, Deborah Mixon-Brookshire seconds, motion passes with 8 yesses, 0 nos.
* Svetlana has question about course modality spreadsheet website: <https://app.smartsheet.com/b/publish?EQBCT=8455678600b74cf6998b680f942bf959> - when courses expire they are deleted, can we change that? Can we filter and sort through the spreadsheet, it’s not easy to do so now?
	+ Anissa responds that once a course expires it moves to an Archived spreadsheet that CIA can get Svetlana access to, regarding sorting of the Smartsheet, you can do a lot if you have an account, so can work with her to make it sortable.
	+ Julie Moore suggests downloading the spreadsheet as an Excel file and do the sorting and filtering that way.
	+ Anissa says CIA office is happy to make any reports that Svetlana needs.
1. Announcements
* Next DLAC Executive Committee meeting; April 9th, 2024
* Next DLAC General Committee meeting: April 23rd, 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 |  | 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 | X | 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 |
|  | WCHHS |  | Voting |
| Anissa Vega | Academic Affairs | X | Non-voting |
| Brichaya Shah | DLI |  | Non-voting |
| Julia Fuller | DLI | X | Non-voting |
| Carey Huddleston | Library |  | Non-voting |
| Danielle Herrington | Registrar’s Office |  | Non-voting |
| Veronica Trammell | UITS |  | Non-voting |
| Kim Loomis | Academic Affairs |  | Non-voting |

Guests: Karen Doster-Greenleaf, Library; Anushua Poddar, UITS; Michael Kingston, DLI; Holly Sedys, DLI; Jennifer Willett, WCHHS; Mia Oberlton, WCHHS; Marcus Green, DLI; Ashley Moore, DLI;