*November 19, 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

-Julia Fuller requests MSSENG On-Campus Modality Change to today’s Agenda because modality change proposals for this year close out with the Provost this fall and so by taking a look at it today that allows the program to move forward with their on campus modality submission to the Provost once it becomes available to DLAC in Curriculog. Cristen Dutcher moves to allow addition to agenda, Lindsey seconds, vote passes to add MSSENG On Campus Modality Change to today’s agenda.

1. Approval of Minutes from the October 22nd meeting.

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

1. Reports
* Curriculum, Instruction, and Assessment Office + Digital Learning Innovations: Julia Fuller reports that Inscribe Community Platform, new support app for online learning students, is progressing toward campus rollout through help from Office of Institutional Efficiency, pilot use by some campus Instructional Designers, and student success leaders involvement; will be embedded in D2L, next steps: work with program coordinators on best use and make available to faculty
* UITS: no report
* KSU Library: Karen Doster-Greenleaf reports library announced last week about Web of Science Resources, direct questions to Amanda Sexton; D2L Course Navigation Bar Taskforce has made traction with useability studies (faculty and student), work is to revise the default D2L Navigation Bar, not personal navigation bars, faculty study is concluded and found faculty want some changes in the proposed navigation bar, collecting student study data now and assessing faculty change requests, taskforce wants DLAC help in implementing faculty change requests such as: naming for tabs, how to divide dropdown tabs, etc, comments from DLAC members in Meeting Chat, Julia Fuller asks if there will be feedback opportunity from DLAC before voting, Karen invites feedback now, Julia suggest providing DLAC with bulleted list of suggested changes with working links for DLAC to assess and get back to Karen by certain deadline, Karen has such a document and will update it with faculty suggested changes to share and asks DLAC to respond with feedback by 12/6, then Karen will email suggested changes to DLAC for vote before presenting to Academic Affairs.
* Registrar’s Office: no report
* Affordable Learning Georgia: no report
* College Distance Learning Coordinators: no report
* Other
1. Unfinished Business
2. New Business
* [CYBR BS Modality Change](https://kennesaw.curriculog.com/proposal%3A18257/form)

-Julia Fuller gives an overview of requested change: program seeks to add fully on campus modality to CYBR BS; no questions from DLAC, Cristen Dutcher moves to approve modality change, Jessica Stephenson seconds, vote passes

* [MBA Modality Change](https://kennesaw.curriculog.com/proposal%3A18315/form)

Renee Bourbeau, Exec Director of MBA Programs, summarizes this is a request for 2 of 7 concentrations (FinTech and ISA) to be fully online synchronous modality for Evening MBA Program for students who cannot use existing WebMBA to complete their credits and existing WebMBA does not allow for concentrations like the Evening program does, no questions from DLAC, Cristen Dutcher moves to approve modality change, Yvonne Earnshaw seconds, vote passes

* [Radow Digital Learning Policy Revisions](https://kennesawedu.sharepoint.com/%3Aw%3A/s/Team-DLACGeneralCommittee/EZE_c3Uk5PFDkdzEPcqi1OEBt3mv5M6CYD3fJp9weJP7PQ?e=topZ47) Kris DuRocher reports change requested in college review process document to align review document with current college review practices, Julia Fuller asks about “review score” in review process, but college does not have review scoring, Kris will change that, Julia requests the form add a Met/Not Met category, but Kris says they don’t use Met/Not Met just acknowledgment of faculty’s agreement to make necessary changes; Julia asks about list of compliant courses, Kris says Radow faculty wanted list of compliant courses to be available on a website, not a spreadsheet that not all could access, it is not a new or separate list from DLI’s spreadsheet of compliant courses, Cristen Dutcher moves to approve policy change, Mia Oberlton seconds, vote passes
* uHoo Feature Requests: Sanjoosh Akineeni reports increased use of and enhancement to uHoo Analytics software at KSU and desire to improve it more by prioritizing components that faculty desire most, requests feedback to help improve uHoo via a survey, Sanjoosh will email survey link to DLAC members to respond and to send out to our faculty constituents, requests responses by 2nd week of December.
* DLI Resources for Ensuring Accessibility of D2L Materials Regardless of Modality: Jason Rodenbeck shares link to Accessibility Resources available for ALL courses and departments: <https://www.kennesaw.edu/curriculum-instruction-assessment/digital-learning-innovations/academic-web-accessibility/index.php> recommends to start with Basic Accessibility Resources page and Basic Four of creating accessible documents and media, step-by-step instructions on creating accessible documents, writing alternative text, video and media accessibility, accessibility checkers online, use Course Accessibility Checklist, Advanced Accessibility Solutions resources include STEM resources, using Accessibility Statements and VPATs for third party applications, selected VPATs, Accessibility and Privacy Statements already collected by KSU, and Accessibility Training Resources including microlearning, self-paced, and instructor-led workshops.
	+ Uli Ingram reminds us of the importance of making ALL courses accessible, not just online or hybrid courses, so please use and share Jason’s resources.
* [MSSENG Program Modality Change](https://kennesaw.curriculog.com/proposal%3A18632/form): Julia Fuller reports program has fully online program and want to add fully on campus program to meet needs of students who want or need in person/hands on education, plan to co-schedule classes where instructors are on campus teaching but students can join online if in the online program so no extra instructors needed, no questions or discussions, Cristen Dutcher moves to approve change, Jessica Stephenson seconds, vote passes.
* Julia Fuller clarifies: all these program modality change requests still need to complete the Curriculog process to obtain final approval. Similarly, digital learning policy changes are recommended for approval to the Provost's office.
1. Announcements
* Next DLAC Executive Committee meeting: January 14, 2025
* Next DLAC General Committee meeting: January 28, 2025
* 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** |
| Yvonne Earnshaw | BCOE |  | Voting |
| Julie Moore | BCOE |  | Voting |
| Deborah Mixon-Brookshire | COLES |  | Voting |
| Cristen Dutcher | COLES |  | Voting |
| Christopher Welty | CACM |  | Voting |
| Hussein Abaza | CACM |  | Voting |
| Zhigang Li | CCSE |  | Voting |
| Svetlana Peltsverger | CCSE |  | Voting |
| Joy Brookshire | CSM |  | Voting |
| Pengcheng Xiao | CSM |  | Voting |
| Jessica Stephenson | COTA |  | Voting |
| Peter Fielding | COTA |  | Voting |
| Brian Etheridge | KSU JOURNEY |  | Voting |
| Uli Ingram | RCHSS |  | Voting |
| Kris DuRocher | RCHSS |  | Voting |
| Turaj Ashuri | SPCEET |  | Voting |
| Greg Wiles | SPCEET |  | Voting |
| Kandice Porter | WCHHS |  | Voting |
| Mia Oberlton | WCHHS |  | Voting |
| Anissa Vega | Academic Affairs |  | Non-voting |
| Brichaya Shah | DLI |  | Non-voting |
| Julia Fuller | DLI |  | Non-voting |
| Karen Doster-Greenleaf | Library |  | Non-voting |
| Danielle Herrington | Registrar’s Office |  | Non-voting |
| Anushua Poddar | UITS |  | Non-voting |
| Nasrin Dehbozorgi | Academic Affairs |  | Non-voting |
| Arvin Johnson | Chairs’ & Directors’ Assembly |  | Non-voting |

Guests: