

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

October 26, 2021

- I. Attendance
 - Attendance (and quorum verification) was documented based on the individuals attending who typed their name in the chat box to be recorded. (*Attached*)
- II. Agenda
 - The Chair called for any updates or edits to the agenda. There were none and the agenda was accepted as written.
- III. Minutes
 - The Chair called for any corrections to the minutes from the September 28, 2021 DLAC General Committee meeting. There were none and the minutes were approved as written.
- IV. Reports
 - Curriculum, Instruction, and Assessment Office. Anissa Vega confirmed that the system office has confirmed that KSU is required to document how our courses provide regular and substantive feedback.
 - UITS—Veronica Trammell shared that the USG is moving to a new enrollment system with D2L and Banner integration called Ipsis. Pro: UITS will be able to do more than the current three runs a day that is currently performed. Not sure how many they will be able to do. This change starts summer semester. Con: Cross listed courses will have to be processed manually. UITS is working with enrollment services to find out how they deal with cross listed courses and will report back if or how that process will change. Veronica reiterated that she works with the Provost's office, and her unit does not make decisions regarding D2L.
 - KSU Library—Carey Huddleston research guide system has option to display in D2L research guides or research-based lists applicable to subject areas. There is a feature that will automatically connect that to D2L. Instructors can also turn the feature off. It would automate research and course guides for D2L courses. Carey wanted to let everyone know.
 - Registrar's Office—nothing to report
Affordable Learning Georgia—Tammy Powell shared minutes to ALG meeting and announced the USG Teaching and Learning Conference and upcoming ALG grant rounds 20 and 21.
 - Digital Learning Innovations—Brichaya Shah shared professional development information, <https://dli.kennesaw.edu/services/microlearning/index.php> and <https://dli.kennesaw.edu/services/pd/index.php>. Brichaya said new professional development and micro learnings will be available soon.
- V. Unfinished Business

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- Review full draft of Digital Learning Handbook. Julie Moore broke the committee into groups to review sections of the document. Each group took a few sections of the document to review. Svetlana Peltsverger asked about who the intended audience would be. She had concerns about how the information could be presented more concisely and efficiently. Carey Huddleston confirmed that the table of contents will be linked to the appropriate sections. Amy Jones remarked that the tone changes from section to section and recommended that we keep the tone consistent. Julie Moore recommended that participants look at additional sections in the next few days. Radwan Ali asked who would be responsible for maintaining the guidebook, and Anissa Vega said it would be a collaboration between CIA and the DLAC.

VI. New Business (if time permits)

- What to call “Master” courses? Julie Moore explained that there has been a “growing disenchantment” with the use of the term “Master courses.” Julie has created a survey to see what options people have preferences for. The options are blueprint courses, model courses, parent courses, and template courses. Anissa Vega suggested primary course, as well. There was a runoff regarding what to call “Master” courses, and Julie will get back to us with the two contenders.
- Preliminary feedback on KSU Online/Hybrid Course Database (Anissa Vega) Anissa shared the “SmartSheet” form where information on courses will be entered to compile the KSU Online/Hybrid Course Database.

VII. Announcements

- Next DLAC Executive Committee meeting: Tuesday, November 9, 2021
- Next DLAC General Committee meeting: Tuesday, November 23, 2021

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

VIII. Adjournment

- The Chair called for any further business. Hearing none, the chair adjourned the meeting at 1:57 p.m.

**DLAC General Committee
ATTENDANCE 2021-2022**

October 26, 2021
Virtual Meeting via Microsoft Teams

Representing	First Name	Last Name	Present	Proxy Name	Absent
Bagwell College Education	Melissa	Driver	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Bagwell College of Education	Julie	Moore	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Coles College of Business	Radwan	Ali	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Coles College of Business	Justin	Cochran	<input type="checkbox"/>		<input checked="" type="checkbox"/>
College of Architecture and Construction Management	Christopher	Welty	<input type="checkbox"/>		<input checked="" type="checkbox"/>
College of Architecture and Construction Management	Hussein	Abaza	<input type="checkbox"/>		<input checked="" type="checkbox"/>
College of Computing and Software Engineering	Sarah	North	<input checked="" type="checkbox"/>		<input type="checkbox"/>
College of Computing and Software Engineering	Svetlana	Peltsverger	<input checked="" type="checkbox"/>		<input type="checkbox"/>
College of Science and Mathematics	Joy	Brookshire	<input type="checkbox"/>		<input checked="" type="checkbox"/>
College of Science and Mathematics	Rajnish	Singh	<input checked="" type="checkbox"/>		<input type="checkbox"/>
College of the Arts	McCree	O'Kelley	<input checked="" type="checkbox"/>		<input type="checkbox"/>
College of the Arts	Peter	Fielding	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Radow College of Humanities and Social Sciences	David	Johnson	<input checked="" type="checkbox"/>	Partial	<input type="checkbox"/>
Radow College of Humanities and Social Sciences	Tamara	Powell	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Southern Polytechnic College of Engineering and Engineering Technology	Greg	Wiles	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Southern Polytechnic College of Engineering and Engineering Technology	Lori	Lowder	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Wellstar College of Health and Human Services	Margot Lisa	Hedenstrom	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Wellstar College of Health and Human Services	Kandice	Porter	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Total Voting Members in Attendance	10 /18				
*For virtual meetings, attendance (and quorum confirmation) is documented and based on the individuals attending who typed their name in the chat box to be recorded.					

**DLAC General Committee
ATTENDANCE 2021-2022**

Non-voting	First Name	Last Name	Present		Absent
Chairs and Directors Assembly (CDA)	Traci	Redish	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Curriculum, Instruction, and Assessment (CIA)	Anissa	Vega	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Curriculum, Instruction, and Assessment (CIA)	Amy	Jones	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Digital Learning Innovations, Director	Brichaya	Shah	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Library System	Carey	Huddlestone	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Registrar or Designee	Gabriel	Lindo-Ardila	<input checked="" type="checkbox"/>		<input type="checkbox"/>
University Information Technology Services	Veronica	Trammell	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Digital Learning Innovations	Kimberly	Loomis	<input checked="" type="checkbox"/>		<input type="checkbox"/>
RCHSS – Distance Learning Center	Stephen	Bartlett	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Guests	First Name	Last Name			

Digital Learning Advisory Committee (DLAC)

General Committee

Agenda

MS Teams Virtual Meeting

<https://dlac.kennesaw.edu>

October 26, 2021

- 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
(Note: If there are no updates or edits, the agenda will stand accepted as written.)
- III. Approval of Minutes from the September 28, 2021 meeting. *(Attached)*
(Note: If there are no corrections, the minutes will stand approved as written.)
- IV. Reports
 - Curriculum, Instruction, and Assessment Office
 - UITS
 - KSU Library
 - Registrar's Office
 - Affordable Learning Georgia
 - Digital Learning Innovations
 - College Distance Learning Coordinators
 - Other
- V. Unfinished Business
 - Review full draft of Digital Learning Handbook
- VI. New Business (if time permits)
 - What to call "Master" courses?
 - Preliminary feedback on KSU Online/Hybrid Course Database (Anissa Vega)
 - Library's Digital Course Repository Report
 - Discussion: Accessibility in Synchronous Courses
- VII. Announcements
 - Next DLAC Executive Committee meeting: Tuesday, November 9, 2021
 - Next DLAC General Committee meeting: Tuesday, November 23, 2021

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