*September 24th, 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 August 27th, 2024 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 1) there are 3 week faculty professional development courses upcoming, register on DLI homepage at least a few days before the start of the course, they are Accessible Teaching Essentials, Sustainable Course Design, Generative AI for Course Design and Student Engagement, Digital Media Essentials, Essential Course Facilitation Strategies; DLI also has just-in-time resources on their website; 2) DLI seeking online faculty program coordinators to pilot with new community tool called Inscribe to help develop online student success infrastructure as required in the new KSU strategic plan, upcoming KSU Weekly Feed next Monday will have info and form to complete if interested; 3) 2 DLAC subcommittees on Digital Learning Guidelines Review and Program Modality Updates Guidance, they may have documents for DLAC committee review before next meeting, please review between 10/16 and 10/21 so you can discuss at next DLAC meeting on 10/22.
* UITS: Anushua Poddar reports same updates as last month, continuing evaluation of Turnitin usage, continuing update of Kaltura coming end of Fall 2024.
* KSU Library: Karen Doster-Greenleaf reports library completed Subject Guide Revision Project, please look at new design if you use Subject Guides, <https://libguides.kennesaw.edu/Home>, and if you are making curriculum changes regarding use of the library, please reach out to your college librarian to make sure you have most updated information.
* Registrar’s Office: no reports
* Affordable Learning Georgia: Uli Ingram reports upcoming round of grants coming, info same as August meeting.
* College Distance Learning Coordinators: no reports
* Other: none

1. Unfinished Business

* Faculty Senate Liaison election: Cristen Dutcher volunteers, Deborah Mixon-Brookshire moves to elect her, Julie Moore seconds motion, vote is taken and Cristen is elected as Faculty Senate Liaison.

1. New Business

* [MS in Cybersecurity Modality Change](https://kennesaw.curriculog.com/proposal:18113/form): Shaon Wu, department chair Information Technology, requests to add a face-to-face modality to their existing online modality for this degree program. Shaon reports that the orientation plan for face-to-face program students in the MS in Cybersecurity program will be integrated with the existing orientation for MSIT students who are already participating in face-to-face programs. This combined orientation will cover all modalities—online and face-to-face (F2F). It will provide an overview of the programs, the available course modalities and timing to finish their degrees, campus resources, technology and tools supporting online courses, and support services available to students.
  + Julia fuller reports that she worked with the department to change what was originally a request for both face-to-face and hybrid modalities but had been changed to a request to add face-to-face only.
  + Uli Ingram asks about item 2L: can we change to all online reviews completed? Currently says “Not applicable”, Julia Fuller responds that since this proposal only has face-to-face listed as the modality requiring approval, “not applicable” for online course reviews is ok, Uli agrees.
  + Uli Ingram asks about BOR Delivery Mode Change form which indicates bachelor’s level change instead of graduate level as requested, can that be updated? Julia Fuller will contact Curriculum Office to update the form.
  + Vote to approve pending change to BOR Delivery Mode Change form, moved by Zhigang Li, seconded by Mia Oberlton, change approved.
* [CSM Online and Hybrid Course Policy Changes](https://kennesawedu.sharepoint.com/:w:/s/Team-DLACGeneralCommittee/EYXq8n9bJK5LpX0CLW_btSgB6f9yhzH_KO6kGNCFmRHx3Q?e=pjz149): Scott Reese, associate dean for academic affairs in CSM, reports that CSM is seeking an online course review exemption policy for certain courses such as thesis hours, dissertation hours, learning support course and internships as these are not formal courses. Without an exemption, these courses would unnecessarily red flag the compliance system.
  + Julia Fuller asks about a couple of old links that are not working in change form and offers to update links for CSM, Scott agrees; asks for email of names of which courses CSM wants exempted so that she can mark them as exempted in the database, Scott agrees; link to Quality Matters goes to version 7 rubric, which is new, suggests instead of link to QM, just notate that CSM will use current version of QM, Scott argues that version 7 is the one that has been approved by faculty so he prefers to keep it instead; Julia asks about current QM score that CSM will use, want to update QM score to 85% minimum, Scott says 84% was what was approved through shared governance in their College, so prefers to keep 84% instead of going back through shared governance, Julia reminds that 84% is not passing, but the Change Form does highlight the importance of accessibility standards in addition to the 84% score and asks if that is ok with the DLAC committee? No feedback from DLAC committee.
  + Vote to approve pending change to broken links, moved by Pengcheng Xiao seconded by Deborah Mixon-Brookshire, change approved

1. Announcements

* Next DLAC Executive Committee meeting: October 8th, 2024, proposals for Executive Committee to discuss should be submitted two weeks prior to meeting
* Next DLAC General Committee meeting: October 22nd, 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** |
| Yvonne Earnshaw | 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 |  | Voting |
| Joy Brookshire | CSM | X | Voting |
| Pengcheng Xiao | CSM | X | Voting |
| Jessica Stephenson | COTA | X | Voting |
| Peter Fielding | COTA |  | Voting |
| Uli Ingram | RCHSS | X | Voting |
| Kris DuRocher | RCHSS | X | Voting |
| Turaj Ashuri | SPCEET |  | Voting |
| Greg Wiles | SPCEET |  | Voting |
| Kandice Porter | WCHHS |  | Voting |
| Mia Oberlton | WCHHS | X | Voting |
| Anissa Vega | Academic Affairs |  | Non-voting |
| Brichaya Shah | DLI |  | Non-voting |
| Julia Fuller | DLI |  | Non-voting |
| Karen Doster-Greenleaf | Library | X | Non-voting |
| Danielle Herrington | Registrar’s Office |  | Non-voting |
| Anushua Poddar | UITS | X | Non-voting |
| Nasrin Dehbozorgi | Academic Affairs | X | Non-voting |
| Arvin Johnson | Chairs’ and Directors’ Assembly |  | Non-voting |

Guests: Scott Reese, CSM; Sarah Cooper, DLI; Holly Sedys, DLI; Iarra Miller, DLI; Kelley Price, DLI;