

Digital Learning Advisory Committee

D2L/BrightSpace updates

- x It is a cloud-based system. D2L will update and make changes when they need to. There are things that can't be held off on changing. When major changes are coming, UITS tried to make announcements to D2L to let students know. Faculty can also [check the D2L website](#) for information.
- x Cosmetic changes are being made. Bigger updates occur on the third Friday of each month, just FYI.

Service Now

- x UITS would like to ask faculty and staff to use Service Now, the new ticketing system, to request assistance. Veronica asks that persons be clear in what the problem is (not what the solution should be).
- x Tickets can be submitted to [ServiceNow](#).

Cybersecurity

- x Cybersecurity week has been planned for 2021.
- x The dates are October 5 on the Kennesaw Campus and October 8 on the Marietta Campus.

Additional News

- x CIO puts out CIO insight every month sharing what is happening in UITS
- x Statuspage.kennesaw.edu allows users to subscribe to the systems you work with the most to find out about maintenance and outages. Also, Veronica recommends everyone subscribe to KSU Today to keep up with the latest information.
- x New zone assignments—instead of having a TSS assigned to your area, now there are zones with team leads in charge.

KSU Library

No current report

Registrar's Office

No current report

Affordable Learning Georgia

- x Tamara Powell explained that Affordable Learning Georgia (ALG) is the USG initiative to reduce course materials costs across the USG institutions. One way ALG does that is to offer grants to faculty to create open educational resources.
- x KSU ALG Champions are Chelsee Dickson, Library Champion; Kelley Price, Instructional Design Champion; and Tamara Powell, Faculty Champion.

- x The Round 20 Request for Proposals is due November 1, 2021.
- x The Round 21 Request for Proposals is due February 14, 2022.
- x For more information, please visit [IT06 3 Tw 4.](#)

Election of two At-Large Representatives to the Executive Committee

- x Greg Wiles and Svetlana Peltsverger self-nominated last spring. Julie Moore, Chair, confirmed they were still interested. There were no additional nominations.
- x All who voted were in favor of accepting Greg Wiles and Svetlana as the At-Large Representatives.

Creation of Subcommittees

- x Julie explained that several tasks had been set for DLAC, and she asked for volunteers to tackle these tasks.
- x Anissa was asked to explain some of these tasks. For the digital learning handbook, Anissa explained that all academic policies should adhere to the policies in the handbook. This handbook collects information and helps us to agree on common terms and direction.

Julie worked with the committee to identify sections of the Digital Learning Guidebook Subcommittee.

Digital Learning Guidebook Subcommittee

Purpose: Develop a draft Digital Learning Handbook that will be made available to faculty (full and part-time).

Sections (Instructional Designers will be assigned to each section to help):

IT Organization Structure & Help (people)/University Support: **Radwan Ali**, Veronica Trammell

Resources & Services **Brichaya Shah**, Melissa Driver

Definitions of Terms (see below - other subcommittee)

Links to college digital learning policies (under development):

Available tools/software + purpose: **Tamara Powell**, ID, Veronica Trammell, Sarah North

Intro: What do I know about good teaching? How can this help move practices online? Define digital learning: Kim Loomis

Accessibility: **Jason Rodenbeck** (DLI), Joy Brookshire, Stephen Bartlett

How to propose an online program modality: **Vacant**

Best practices (interaction, grading and feedback): (see below - other subcommittee)

Initial outlines by Tuesday, September 21 For discussion at

Definitions of and Guidelines for Modalities Subcommittee

Purpose: We are used to traditionally online, hybrid, or campus – what about flipped, blended, asynchronous online, synchronous online? What does 50% online and 50% face-to-face look like? This subcommittee will draft some definitions and guidelines for these various course structures/modalities.

Lori Lowder, Greg Wiles, Peter Fielding, David Johnson, Traci Redish, Anissa Vega (asynchronous input)

Draft by Tuesday, October 19, for discussion and adoption at Tuesday, October 26th DLAC meeting

Online Facilitation Practice Recommendations Subcommittee

Purpose: What guidelines/best practices might be helpful to faculty regarding facilitating online courses? This subcommittee will research and develop a set of guidelines for facilitation of online courses.

Margot (Lisa) Hedenstrom, Joy Brookshire, Julie Moore, Radwan Ali, Will Hurst, Tammy Powell

Draft by Tuesday, September 21, for discussion and adoption at Tuesday, Sept. 28 DLAC meeting.

Announcements

- x MS Teams workspaces for DLAC and various subcommittees.
- x DLAC's role in communicating the work of this committee. Make sure your colleges know the work of DLAC and that we (faculty) are providing direction for digital learning initiatives.
- x Next DLAC Executive Committee meeting: Tuesday, September 14, 2021.
- x Next DLAC General Committee meeting: Tuesday, September 28, 2021, at 12:30 p.m.
- x Meeting schedules with links, agendas, and minutes can be found on the [DLAC website](#).

Adjournment

The Chair called for any further business. Hearing none, the Chair adjourned the meeting at 1:46 p.m.

**DLAC General Committee
ATTENDANCE 2021-2022**

August 24, 2021
Virtual Meeting via Microsoft Teams

Representing	First Name	Last Name	Present	Proxy Name	Absent
Bagwell College Education	Melissa	Driver			
Bagwell College of Education	Julie	Moore			

Engineering	Svetlana	Peltsverger			
College of Science and Mathematics	Joy	Brookshire			
College of Science and Mathematics	Vacant				
College of the Arts	Vacant				

DLAC General Committee
ATTENDANCE 2021-2022



Digital Learning Advisory Committee (DLAC)
General Committee Meeting
August 24, 2021
12:30 – 1:45 p.m.
via MS Teams

AGENDA

- I. Call to order (verify a quorum is present)
- II. Agenda
- III. Approval of Minutes from April 27, 2021 (*Attached*)
- IV. Reports
 - Curriculum, Instruction, and Assessment Office
 - UTS
 - KSU Libraries
 - Registrar
 - Affordable Learning Georgia
 - Digital Learning Innovations
 - College Distance Learning Coordinators
 - Other
- V. Unfinished Business
 - None
- VI. New Business
 1. Digital Learning Handbook Subcommittee
Discussion about what major sections might be.
Identify leaders/convenors for each section (who will receive help from instructional designers).
Identify volunteers to help.
Initial outlines by Friday, September 24.
Draft by Tuesday, October 19.
 2. Definitions of and Guidelines for Modalities Subcommittee
We are used to traditionally online, hybrid, or campus – what about flipped, blended, asynchronous online, synchronous online?

What does 50% online and 50% face-to-face look like?

This subcommittee will draft some definitions and guidelines for these various course structures/modalities.

Identify leader/convenor.