Distance Learning Executive Committee
Meeting Minutes
January 14, 2015 – 11:30am – 1:00pm

Attendees: Jim Cope, Laura McGrath, Michele DiPietro, Tammy Powell, Deborah Mixson-Brookshire, Jordan Cameron, Ashley Dupree (Library), Julie Moore, Brichaya Shah, Veronica Trammell, Amanda Albert (Library), Kristy Mobley, Jason Dorris, Donna Hutchinson, Svetlana Peltsverger, Tom Ball, Mitchell Collins, Justin Cochran (by phone), Matt Laposata, Rifka Mayani

Distance Learning Executive Committee

- Jim Cope called the meeting to order at 11:30am and welcomed everyone and asked for introductions.
- Jim Cope asked for a proposal to add the Testing Center Director as a DL Executive Committee Member
  - Julie Moore proposed, Deborah Mixson-Brookshire seconded
  - Proposal passed unanimously

Distance Learning Center

- New Organizational Chat and human resources (Jim)
  - Jim Cope shared the new Distance Learning Center organizational chart (see attached)
  - New Employee Searches
    - Jim Cope reported that the Colleges of Humanities and Social Sciences and Health & Human Services are in the process of hiring new Instructional Designers to be dedicated to their colleges.
    - Jim Cope reported that the Distance Learning Center is in the process of searching for a digital media specialist for the Marietta Campus. This is a replacement position.
  - Helping faculty adapt to new systems
    - Jim Cope asked that committee members reach out and help faculty and staff on both campuses adapt to new systems and software as we work through the consolidation process. There is a lot of confusion across the two campuses right now and faculty and staff need support in the transition.

- Update of DLC website (Jim)
  - Jim Cope reported on the progress of the merging of the two versions of the DLC websites (Kennesaw and Marietta campuses). The goal is to have one concise website for people to gather information from.
  - Jim Cope shared that one of the positives of the consolidation is that the Kennesaw Campus now has access to student workers from the Marietta Campus who are skilled in needed areas such as web design and graphics design.

- DLC Publications (Jim)
  - Jim Cope reported that Talon Tips was not published this past cycle and asked the committee if they thought the publication should be continued. As a part of the discussion, he shared that:
    - There were only two faculty submissions after numerous calls for articles, but despite this the plan is to publish an issue later this semester.
  As a result of the discussion, Laura McGrath stated she will bring the question to the FS Distance Learning advisory committee to get feedback on their thoughts on the publication.
Veronica Trammell stated that she believes people have been just simply too busy with the consolidation to work on articles right now, and Jordan Cameron brought up that comparable universities have some form of publication coming out of their DLCs.

As a result of the discussion, it was decided that Talon Tips would be continued and that Laura did not have to bring the question to her committee for feedback.

- **Expanded Digital Media Services**
  - Jim Cope shared that Jason Dorris (Digital Media Specialist) will be reaching out to program coordinators to offer additional services such as online program introductory videos.

- **DLC Construction**
  - Jim Cope reported that there are two construction projects planned for the DLC with an estimated start date of March:
    - The first project is a sound booth in the video studio to produce high quality audio files.
    - The second project is to split the classroom into two halves; one half will remain classroom space while the other half will become four offices to be used by DLC staff. As a result of this project, we will not be able to use the classroom during this time, which will impact the DLC Executive Committee Meetings for March, April and May. Locations for those meetings is to be determined.

**Distance Learning – Technology updates**

- **Overview of the UITS Consolidation Timeline**
  - Rifka Mayani reported that communication was sent out to Kennesaw and Marietta campuses to let faculty and staff know that their KSU IDs and email accounts are available.
  - Veronica Trammell reported that beginning January 20th, all Marietta campus faculty and staff should be able to get into Distance Learning technologies.
  - Veronica also shared that UITS is planning on using space in H202 to hold workshops to allow for Marietta campus faculty and staff to become familiar with the technologies used on the Kennesaw Campus. As a part of this effort, UITS is also offering Third Thursdays drop in technology workshops on the Marietta campus (similar to the Kennesaw campus’ First Fridays). The sessions will be located in H202.

**Distance Learning – Course Development and Review**

- **Online Course Review Feedback from Faculty Developers**
  - Jim Cope reported that the DLC will send out an email this afternoon asking for initial feedback from faculty on the proposed online course review process evaluation form. The form will allow for feedback from online faculty after the online course review process is completed. Faculty will be sent a link to the form as a part of the final email from the review process telling them they have completed the review.

**Resource Updates**

**MediaSpace/Kaltura**

- **Metrics of Usage**
  - Veronica Trammell reported that:
    - There have been a total of 1,340 items uploaded to KSU’s MediaSpace.
    - Within the last 30 days, there have been 153 items uploaded
    - Within the last 30 days, there have been 874 views
    - Items have been viewed over 11,000 times since the beginning
D2L

• Problems with D2L Student Progress Tool Update
  ▪ Veronica Trammell reported that there are still issues with the Student Progress Tool in D2L. The tool does not accurately tracking student activity in a course. As a result of these problems, instructors should still refrain from using the information provided by the SPT as a basis for participation grades in a course.
  ▪ D2L is attempting to remedy the issue with the tracking, but is not expected to be able to correct the issue soon.
    • D2L is working during scheduled maintenance periods, but most maintenance periods are too small
    • There is a larger maintenance period available over the summer, with the next major downtime in December
      o This issue may be resolved during the next major downtime in December.

Learnonline.kennesaw.edu

• Update of learnonline.kennesaw.edu
  http://learnonline.kennesaw.edu/programs/programs.php
    ▪ Jim Cope reported that the DLC is reaching out to all online program coordinators to get information to update KSU Online. The DLC is requesting a brief overview of the program, contact information for the coordinator, and a headshot of the coordinator to be used on program pages for each online program we offer
    ▪ Calendar/Registration for Marietta Campus Technology Training and Technology Enhanced Education Workshops
      o http://www.kennesaw.edu/dlc/facultyresources/index.php
    ▪ Jim Cope reported that the above link allows faculty and staff to receive descriptions of all faculty development workshops to be offered on the Marietta Campus during spring semester. The site also provides links to the registration sites for each workshop.

Ongoing Projects

• Virtual Campus Tour Update (Susan Blake)
  o YouVisit Virtual Tour demonstration
    ▪ Susan Blake reported that the demonstration will take place Friday, January 16, at 10:00am in the DLC Classroom. More information will be provided via email so that everyone that wishes to can attend in person or remotely.

• ProctorU
  o Rifka Mayani reported that there is no additional information at this time. Work is still ongoing with contractors, but ProctorU was put on hold to allow for the Testing Center to come together. ProctorU is not available at this time, and there is no projected date of availability. As a part of the discussion, Svetlana Pelsverger shared that she is the contact person for ProctorU on the Marietta Campus and has been using the product successfully. She volunteered to be a resource person for the Kennesaw Campus as the product begins use.

KSU Testing Center Plan and Progress

• Update on Testing Center
  o Darrin Therriault, Testing Center Director reported that the Testing Center website is being finalized.
Faculty Senate Distance Learning Advisory Committee

• Current Activity
  o Laura McGrath reported that as discussed at the December DLC Executive Committee meeting, the topic of whether or not to support the continuation of the $50 per student payment for online instructors was presented to the DLC Advisory Council.
    ▪ The committee showed support for the continuation of the payments and wrote a resolution supporting that position. The resolution was presented to the Faculty Senate who voted in support of the resolution.
  o Laura also shared that the DLC Advisory committee description has been tweaked to clearly state that the committee reports to the Faculty Senate.

Affordable Learning Georgia

• Presentations to Individual Departments/Colleges on OERs (Tammy)
  o Tammy Powell reported on the following Affordable Learning Georgia initiatives:
    ▪ Free textbooks – lowers costs for students and decreases student debt with increasing the likelihood of a student continuing with their education
    ▪ ALG group is putting together a presentation to show faculty how to get the most out of the programs. The presentation would be for faculty committees or anyone else who would like to learn more
    ▪ Jim Cope suggested that the presentation presented to the DLC Executive Committee.

Other Matters

• College/Unit/Library Updates – Good Things Going with Distance Learning (Everyone)
  o Bagwell College of Education
    ▪ Jordan Cameron reported on the K-12 Blended and Online Learning MOOC:
      ▪ The second instance of the MOOC started January 13, 2015.
      ▪ At the start time for the MOOC, approximately 3,000 students had signed up to participate; this had increased to 3,400 students this morning.
        • These numbers are slightly ahead of this time last year’s enrollment.
        • Last year’s enrollment at the end of the MOOC was approximately 10,000.
      ▪ The MOOC provides 5 Professional Learning Units for teachers who complete the course.
      ▪ The MOOC allows for graduate credit to be earned, but the earned credit may not transfer to another institution.
        • To get graduate credit, the teacher goes through a process not unlike a portfolio review after the end of the course.
      ▪ The MOOC is broken up into two parts.
        • The first 4 weeks primarily consists of videos, readings, and quizzes.
        • The second 4 weeks is where the teachers produce new artifacts and participate in peer reviews of each other work.
  o Jim Cope reported that Cyber Security MOOC is projected for a February start date.
    ▪ The MOOC plans to offer both graduate and undergraduate credit after completion and review.
  o Jim shared that KSU MOOCs have three basic requirements:
    ▪ They must be open to everyone
    ▪ They must provide some form of professional learning units
    ▪ They must allow for the potential university credit
  o Coles College of Business
• Justin Cochran reported on Cole’s Captivating Technology Enhanced Learning Summit. The workshop provided information to Coles’ faculty on ways to improve instruction. Traci Stromie and Josie Baudier from CETL presented to the 35 faculty members on ways to increase retention and student success in online courses. The workshop also offered faculty an opportunity to ask questions from representatives from CETL, UITS, and the DLC.

• College of Humanities and Social Sciences
  o Tammy Powell reported that GIS Certificate is planned to be offered online.

• Rifki Mayani reminded everyone that ID Cards will be available Monday at Marietta and Kennesaw campuses for faculty and staff who need a new ID after the consolidation. She also reminded the committee that Banner will be taken down February 9-16 and that:
  o This will affect both campuses
  o All associated software programs that rely on data from Banner will also not be available during the downtime.
  o When Banner comes back online, it will be in a consolidated format for Fall 2015 registration activities. Students will start using the consolidated banner to register for fall semester classes.
    ▪ For spring and summer, UITS will continue to run separate Banner systems for the two campuses.
  o The consolidated Banner will show campus codes for classes to attempt to avoid students registering for back-to-back classes on Kennesaw and Marietta campuses. There are plans for other types of indicators to be made available to assist students as well.
• Rifka also reported on IT Communicates:
  o https://www.kennesaw.edu/itcommunicates
    The web site is a one-stop shop to find out information about technology implementation dates.

Reminders
• Jim Cope offered a friendly reminder for schedule builders that online courses must be indicated as Online E (100% distance education) or Online F (96%-99% distance education).
  o Online F allows for a maximum of one on-campus visit per 3-hour course.
  o Online E is strictly online learning and cannot require an on-campus visit.

Adjourned at 12:30 pm
# Distance Learning Center Organization Chart

(Effective July 1, 2015)

Dr. Elke Leeds  
Assistant VP of Technology Enhanced Learning  
Judy Abbott – Administrative Coordinator

## Dr. Jim Cope  
Executive Director of the Distance Learning Center

<table>
<thead>
<tr>
<th>Kennesaw Campus</th>
<th>Marietta Campus</th>
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| Dale Sufferidge – Digital Media and ID  
Jason Dorris – Digital Media  
Nancy Somjit – ID  
Sara Bennett – Administrative Assistant  
Jordan Cameron – ID Bagwell College  
Robert Swift – ID Coles College  
ID HSS (To be filled)  
ID HHS (To be filled) | Brichaya Shah – Director  
Buddy Sterling – ID (SPCEET)  
Zhigang Li – ID (CCSE)  
Digital Media (To be filled) |