**Distance Learning Executive Committee**

**Meeting Minutes**

**August 13, 2014 – 11:30am – 1:00pm**


**Distance Learning Executive Committee**

- Discussion of the operation of the Executive Committee and how it will serve the campus
  - Deborah Mixson-Brookshire made a motion that the DL Executive Committee be chaired by the DLC Executive Director, Matt Laposata seconded, and the motion was approved by consensus.
  - Tammy Powell volunteered to serve as DL Executive Committee Co-Chair, Matt Laposata seconded, there were no objections and the committee approved by consensus.
  - The request from David Evans, Asst. VP and Dean for Library Services for a Library representative to be seated on the Executive Committee was presented by Elke Leeds, there were no objections and the committee approved by consensus.
  - Maureen McCarthy proposed the Executive Committee minutes be posted publicly, Matt Laposata seconded and the committee approved by consensus.
  - The possibility of creating working groups was discussed with the committee preference for working groups to be created when a special initiative or opportunity arises versus a standing working group.

**OWG-24 Updates – Elke Leeds**

- Determine online course e-tuition rates, online student fee waivers, and e-tuition waivers for TAP, GA residents over 62 and GRA’s/GTA’s. (Deadline extended – September 2014)
- Ongoing analysis of long term viability of faculty incentives with regard to online teaching compensation. Matter brought to the FS DLAC.
- Workshops are no longer considered overload but part of a faculty member’s position. Course development compensation is under analysis and yet to be determined.
- eCore discussion included the BOR/USG perspective of looking at the strategic plan of each institution participating in eCore; affiliated institutions share in revenue, non-affiliated institutions pay eCore; SPSU students already enrolled in eCore will have to be addressed; how will eCore be handled in the New U 2015 single Banner system; downstream student success for eCore under discussion; the USG guided the CIC decision on participation.

**Distance Learning Technology updates – Veronica Trammell**

**Respondus Lock-down Browser**

- Students will now be forced to update when updates become available
- Campus computers will have automatic updates, new license key each July will require updating

**GeorgiaView**

- Purging migrated courses from original GeorgiaView Vista Version 8, faculty will start receiving notifications in November with instructions on how to zip courses and keep a copy on desktops. Courses will be tagged “delete”. Please help notify faculty to watch for Inform messages.
- D2L is changing names to Bright Space, this is a USG directive and subject to their timeline.
Media Space/Kaltura
- Media Space is a stand-alone, secure video production source. Kaltura is embedded in D2L.
- NetID access provides immediate use and allows faculty to start their own private video channel, ability to upload MP3s.
- Comparable to Panopto. Can actually upload Panopto into Media Space and store on your private channel
- UITS has training documentation available, will soon begin training. Contact Veronica or Dale for additional information/support.

Panopto
- Panopto upgrade over the summer, will also upgrade recorder.

SoftChalk
- SoftChalk upgraded the Cloud to Version 9 but did not upgrade the desktop Version 8, trying to push everyone to the Cloud by charging more money for desktop upgrade
- Difficulties arise when working from the Cloud to the desktop. UITS analyzing cost versus value associated with upgrade.

Blackboard Collaborate (API) vs Wimba
- The USG is moving to Collaborate therefore Wimba is no longer supported.
- KSU has been using Collaborate since January.
- UITS has documentation on downloading and saving Wimba archives.

Division Changes
- Lectra Lawhorne is the new Associate CIO and Asst. VP Information Technology Services with oversight of 11 divisions
- Veronica Trammell is Director of the new Training, Outreach & Learning Technologies department which incorporated the former Advanced Computing Services (ACS) processes.

Ongoing Projects – Jim Cope
- Online Student Resource Guide – should go live soon, will have continuous and annual revisions
- Virtual Orientation has been updated with revisions ongoing as needed
- Course reviews – January ’14 began faculty options in review team structure which include self-review, instructional designer and online college coordinator participation. The one-year pilot program is ongoing in the departments of History and Political Science.

Quality Matters 2014 Rubric – Jim Cope
- Implementation of the new rubric began August 1st with peer reviewers required to take the QM Rubric Update training
- CETL now offers a D2L based informational rubric update module featuring the new standards, point values, etc. to help faculty preparing a new online course for review or an existing online course for re-review.  http://cetl.kennesaw.edu/course-review-rubric-update-registration

KSU Testing Center Plan and Progress – Elke Leeds
- Conducting national search for Director of Academic Testing & Assessment
- Appointments Plus available at testing.kennesaw.edu for use by both faculty and students in scheduling exams
- Exam fee structure under discussion
- Investigating ProctorU for off-site student exams
Faculty led Distance Education Task Force – Laura McGrath for Doug Moodie

- The Distance Education Task Force has developed into the Distance Education Advisory Committee, a faculty only committee with 2 elected representatives from each College
- August 25th will be their first official meeting

Other Matters as Suggested:

- New online course codes of E (entirely 100% online) and F (95% online, single visit to campus or other designated location)
- Dashboard initiative led by Justin Cochran developed by Eric Bowe, Assistant VP and Chief Data Officer, Enterprise Information Management and Institutional Research
  - Self-service distance education data pulled from institutional research providing additional detailed information under KPIs (key performance indicators)
  - Upgrades in the new year will link from dashboard to actual detail related report

Meeting was adjourned at 1:10pm.