Distance Learning Executive Committee
Meeting Minutes
November 12, 2014 – 11:30am – 1:00pm

Attendees: Donna Richardson, Deborah Mixson-Brookshire, Julie Moore, Darrin Theriault, Justin Cochran, Jordan Cameron, Jessica McCloud (Vice-President of Student Government), Michael Pourreau, Matthew Laposata, Josie Baudier for Michele DiPietro, Adam Olsen, Edward Eanes, Kristy Mobley, Rifka Mayani, Tamara Powell, Sam Mahra, Mitchell Collins, Jim Cope, Sara Bennett

Distance Learning Executive Committee
• Welcome and Introductions (Jim)
  o Executive Committee Website (http://www.kennesaw.edu/dlc/DLCmeeting/)

Distance Learning – Technology updates
• GeorgiaView Migrated Course Purge Information Update
  o Michaël Pourreau reported that Vista removal started November 3, 2014, at 5pm, and faculty members do not have access anymore; however, administrators will have access until November 14, 2014, at 12pm.

Distance Learning – Course Development and Review
• Online Course Review Feedback from Faculty Developers
  o A question was posed: Can faculty give feedback on the course review process?
  o In response to a concern shared by an online faculty member, Jim Cope would like to build an online evaluation process (survey) that is presented to faculty members at the culmination of their review process to evaluate how the faculty member considered the review process and how they feel the process could be improved upon.

  He would like to build a form to gather the feedback from the faculty members. This form would then be sent out to the DLC Executive Committee for feedback on the survey: Is there anything else that should be asked? Does the committee have any other concerns that are not featured on the survey?
  o A discussion of this idea resulted in the decision to not immediately include questions or feedback from faculty members regarding the development process.
    ▪ Jordan Cameron suggested taking a closer look at the whole process through the eyes of the faculty members from initial submission through the final review process to try to see how a member would have to approach the process
    ▪ Deborah Mixson-Brookshire suggested ensuring the faculty member had to acknowledge which services they utilized (instructional designer help, etc.)
  o Consensus was to start to allow faculty members to review the review process, and eventually work into allowing them to review the development process as well.

• Submission of incomplete online courses (Jim)
  o Jim Cope reported that the DLC has been getting submissions from courses are not ready. He asked committee members to remind faculty that when courses are submitted, they must be complete

Some examples of items that are missing: quizzes, assignments, things faculty are planning to add at a later time. In order for reviewers to accurately review a course, all items that will be presented to student must be available for review. If items have been
submitted for processing (captioning, etc.), that is acceptable as those items will be complete prior to course becoming live.

Resource Updates

MediaSpace/Kaltura

• Update on the development of a primer that explains advantages over YouTube
  o Michaël Pourreau reported that UITS is working actively with Justin Cochran to provide level of service that is expected
  o Justin Cochran has asked to have a number of things improved upon:
    ▪ When outside speakers come to provide videos for courses, they need to have access to the video after it’s produced in order to give approval to use the video. The current set-up does not allow for that; a link can be given, but the person would have to be able to log in to view the video (be an active member of the KSU community). Justin would like a system like YouTube’s where a link can be given that can be viewed, but does not require a log in

D2L

• Problems with D2L Student Progress Tool
  o Jim Cope shared an email from Mike Rodgers stating that the D2L progress tool may give inaccurate data, and that could cause instructors who use the tool for participation grades to give inaccurate grades.
    ▪ Faculty have been asked to not use the data provided through the tool, and instead contact the DLC for assistance from instructional designers if a user needs a tool developed to use for participation grades
  o This information has been provided to faculty through a ListServ announcement will be provided through a KSU Inform announcement.

• December downtime Reminder
  o Michaël Pourreau reported that D2L has scheduled downtime from late on December 26, 2014, through January 2, 2015 (at the latest). During this time, D2L will be acquiring the BrightSpace branding, and will be called D2L/BrightSpace once the updates are complete. Instructors can still use D2L in syllabi as the D2L branding is not completely going away.

Ongoing Projects

• Go Back Move Ahead
  o Sam Mahra reported that the program is not as successful as expected, with approximately 1,700 students participating. There have been issues with students being given incorrect information. The same concerns that students had when previously attending school such as money, home life, and time are still concerns, and participating schools need additional guidance and advertising to help make the program successful.

• Accessibility Links for Common Technologies, New Survey
  o Jim Cope and Jordan Cameron reported that there were problems with the survey because some faculty confused the technologies they use versus what they require students to use.
  o Jordan Cameron reported on the new 3-point standard on the QM rubric that requires faculty to provide all accessibility statements for technologies students are required to use in an online course. She and Jim Cope shared that:
- The DLC Website has a section on Accessibility and Audio/Video Captioning, with updates on-going: www.kennesaw.edu/dlc/facultyresources/index.php
- If a site or technology that an instructor wishes to require students to use is not 100% accessible, the instructor must find a site or technology that is.

• SPSU/KSU Consolidation – Online Programs
  o Jim Cope shared that he will provide a listing of all online programs for the new university (post consolidation) in December

• Virtual Campus Tour
  o Jim Cope reported that work is ongoing and will be updated at the December meeting

• ProctorU
  o Rifka Mayani reported that her group met online with the vendor who took them through the next steps of what needs to be accomplished in order to connect with ProctorU. She reported that there are currently ongoing internal conversations, but there has not been as much progress made as she would like.
  o She will provide an additional update at the December meeting.

KSU Testing Center Plan and Progress
• Update on Testing Center (Darrin Theriault)
  o Darrin Theriault the following information about the new KSU Testing Center:
    ▪ KSU 87 computer-based testing stations will be available for use.
    ▪ Staff areas of the center are fully functional at this time.
    ▪ Currently building the team
      • Admins from SPSU will be retained and they are being brought up to speed to begin training on the equipment and software.
    ▪ January to open door and start testing
      • Will be limited at first, but hoping to have everything working smoothly as soon as possible.
        o Initially the Center will offer CLEP, Compass, and Faculty Support Tests (Proctored exams for face-to-face, online or hybrid courses).
        o The Center plans to add additional testing options as soon as feasible.
    ▪ The Center will make use of Turnstiles and testing access cards that will be used for:
      • Check-in and check-out of clients, increasing the accountability and security of the testing center.
      • Clients will be issued a card which will allow them to access only sections they need to complete their test and will return the card prior to leaving the secure area.
  ▪ Faculty Tours and Open House
    • The Center will host an open house for students, faculty, and staff when the facility is ready to open.

Faculty Senate Distance Learning Advisory Committee
• Current activity
  o Laura McGrath reported that the committee is currently evaluating the $50/student payment for online instructors and will be discussing the issue at their December meeting
Affordable Learning Georgia

- Upcoming Grant Opportunities
  - Tammy Powell reported that a new round of grants is underway ([http://us3.campaign-archive2.com/?u=4566011fcaa14d02fa0016092&id=1a2869142b](http://us3.campaign-archive2.com/?u=4566011fcaa14d02fa0016092&id=1a2869142b)) gave an overview of each type:
    - Categories 1-3
      - No-Cost-to-Students Learning Materials
      - OpenStax Textbooks
      - Course Pack Pilots
      - Deadline for submission: November 30, 2014
      - Maximum award: $10,800
      - Implement Summer or Fall 2015
    - Category 4
      - Transformations-at-Scale
      - This will address projects with large-scale impacts requiring more implementation time and/or larger teams.
      - Proposals must address transformations producing one or more of the following large-scale impacts
        - Specific course across multiple sections
        - Multiple courses across multiple sections
        - Department-wide
        - Multi-institutional
      - Deadline for submission: December 8, 2014
      - Maximum award: $30,000
      - Implement Summer or Fall 2015, Spring 2016
  - Affordable Learning Georgia Success Story Awards
    - Nominations open until November 14, 2014
    - Nominate a faculty member or librarian who has affordable learning as a priority
    - One winner per campus and the prize is recognition in an awards ceremony
  - ALG Resources and Video Reminders
    - KSU Affordable Learning Georgia Videos
      - Now available on the USG website at [http://www.affordablelearninggeorgia.org/about/advocacy_kit](http://www.affordablelearninggeorgia.org/about/advocacy_kit)

Other Matters

- December Meeting -- Holiday Potluck? (Jim)
  - Jim Cope and Sara Bennett will put something together to be able to have attendees sign up to bring a dish
  - December meeting is Wednesday the 10th
- College/Unit/Library Updates – Good things going with Distance Learning
  - Information about what has been going on within the various colleges/Units/Library
    - Jordan Cameron - Center for Applied Special Technology (CAST)
      - Over the summer, launched their first website for higher education
        - Decided to start a faculty development and research project
        - Kennesaw State was chosen as one of the school to perform the research
    - Library is just finishing up interviewing for Distance Learning library
      - Final Interview is today (November 12, 2014) and they are planning to announce the selectee in December, with them starting in January
• The plan for the new librarian is to increase the library’s reach for Distance Learning students and faculty
  ▪ Tammy Powell reported that the College of Humanities and Social Services
    ▪ Department of Geography
      ▪ Introducing a BA in Geography.
      ▪ First one offered in the country
  ▪ Video production has moved to the fourth floor of the library
    ▪ Merged with ATVS
  ▪ Rifka Mayani reported that the consolidation of Banner is nearing completion – completed scripting and cloning of banner over the weekend
    ▪ Today (November 12, 2014) is the first day of consolidated banner data
    ▪ There will be three weeks of aggressive testing
      ▪ They will be working on taking a student through the entire process (Admissions, Registrar, Financial Aid, etc) in those three weeks
    ▪ Additional testing will continue through January after the aggressive testing

Meeting Adjourned at 12:27 PM