Distance Learning Executive Committee
Meeting Agenda
November 11, 2015 – 11:30am – 1:00pm; DLC Classroom

Attendees: Jordan Cameron, Julie Moore, Justin Cochran, Sam Mahra, Edward Eanes, Tom Ball, Charity Bryan, Michelle Girage (Continuing Education), Ying Chen (Distance Learning Library), Tammy Powell, Jim Cope, Judy Abbott, Carol Byrd (for Darrin Theriault), Veronica Trammell, Traci Redish (Chairs & Directors), Marina Koether (Faculty Senate Distance Learning Advisory Committee), Rifka Mayani

Distance Learning Executive Committee
- Welcome and introductions led by Jim Cope

WebLearners
- Judy Abbott provided an overview of the WebLearners program:
  - Overview Handout provided, will be attached to the minutes on the DL Website
  - WebLearners program is open to students who are only taking online courses
    - Students must select a program of interest prior to enrolling
    - Students cannot take any on-campus or hybrid courses. Their registration will be cleared if they register for on-campus or hybrid courses
  - Students must be in good academic standing to be WebLearners
    - Any learning support courses must be completed prior to enrolling
  - New students, transfers, re-admits must complete online orientation
    - Orientation is only for WebLearners
    - Current students do not have to complete the orientation
  - Once students apply to the WebLearners’ Program, it takes about 24-36 hours to process their information and enroll them in the program.
    - As a part of this process, the Registrar verifies students’ eligibility and sends acceptance/rejection emails
      - Most students who register are accepted
  - Students receive priority registration for semesters following acceptance into the program.
    - If students enroll late, priority registration is not guaranteed.
      - Students should be encouraged to enroll as soon as possible.
    - Students should be strongly encouraged to participate in registration during the priority registration time; overrides are not guaranteed if they do not take advantage of their early registration time.
  - In addition to early registration, WebLearners have access to Virtual Owl, which is a virtual desktop to share information and materials

Affordable Learning Georgia
- Tammy Powell provided an update on Affordable Learning Georgia:
  - New information can be found on the website, http://affordablelearninggeorgia.org/
  - The Fifth (and Final) Affordable Learning Georgia Textbook Transformation Grant Opportunity is open.
    - Faculty or Faculty teams can earn up to $10,800 for a single course or up to $30,000 for multiple sections/department-wide grant proposals.
    - Deadline: December 15, 2015
    - More Information: http://affordablelearninggeorgia.org/about/grants_rfp_rounds345#overview
Distance Learning Center

Jim Cope provided the following information about current DLC projects:

- **DLC Marietta Center Renovations**
  - Painting and carpeting of the entire office space with a completion date of Dec. 1, 2015
  - Faculty needing assistance during the remodeling can still contact Instructional Designers via email
    - Zhigang Li – zli8@kennesaw.edu
    - Buddy Sterling – dsterli3@kennesaw.edu
  - H201 renovations have been completed, and UITS will be reinstalling all computers next Monday/Tuesday.

- **Coursera Project Based Course initiative**
  - Coursera is trying something new for open courses. Instead of full courses (MOOCs), they will be offering project-based courses.
    - We’ve submitted 2 full proposals:
      - Tammy Powell and Tiffani Reardon – Writing Professional Memos
      - Dan Stotz – Making Innovation Happen: Intrapreneurship and the Business Model Canvas
  - We should know in a few weeks if our proposals have been accepted.

- **CyberSecurity MOOC**
  - We continue to have strong enrollment/participation numbers in this MOOC:
    - 132000 visitors
    - 50,000 active learners
    - 1,400 completions so far
    - Learners from 100 different countries:
      - North America is the most active
      - We have large participation from learners in India and Brazil. This MOOC has a very different participant pool from our K12 Blended and Online Learning MOOC.
  - Unlike the K12 Blended and Online Learning MOOC, this MOOC is provided on Coursera’s new On Demand platform
    - Students can come in at any point
    - The MOOC will run for 3 years
    - Numbers will continue to go up
  - Learner stories is a new item provided by Coursera
    - Handout attached to the agenda on website

- **Read/Speak Update**
  - Read/Speak is a third party, built-in Screen Reader for D2L that we plan to purchase in February.
  - This will be a great accessibility tool for students who do not have access to a screen reader software.
  - An added advantage to the program is that it will help with the issue of documents not loading in D2L by pulling out documents to read.

- **Web Accessibility Policy (Please see attached)**
  - This policy has been shared with and approved by the following KSU governance groups:
    - Deans council
    - Chairs’ and Directors’ Assembly
    - Faculty Senate
- Staff senate
  - The policy follows Federal law/USG policy (which follows federal law) that calls for all online content to be accessible. This includes department/unit website, course materials posted online for face-to-face, hybrid, and online courses. This includes any websites affiliated with the university.

- New Distance Learning Website – [http://distancelearning.kennesaw.edu](http://distancelearning.kennesaw.edu)
  - Jim Cope reminded the group of the new DLC website that contains the following new features and asked the group to look at the site and give him any feedback:
    - Listings of approved courses, faculty approvals, approved reviewers
    - How-to information for course submission processes

**Resource Updates**

Veronica Trammell updated the group on several resources:

- **MediaSpace/Kaltura**
  - **Uploads**
    - Last 30 days saw 400 new videos
    - Last 12 months saw 10,000 new videos
  - **Content Views**
    - Last 30 days – 1700 videos were viewed 15,000 times
    - Last 12 months – 12,000 videos were viewed 90,000 times
    - Academic Testing’s “Dos and Don’ts” video was the most watched video with 600 views in the last 30 days.
  - Kaltura Reach is coming soon.
    - It will provide integration between Kaltura and Ceilo24 and will be used to assist in transcribing videos for faculty members. The software includes the following features:
      - An auto-transcribing feature is available
      - Can assign videos for transcription, and transcribe them within MediaSpace

    Accuracy is supposedly pretty high for the product, but we will have to wait until we can fully try the system to see the accuracy level. Also, the editing features for the transcriptions seems easy through the demo process, but we will have to wait to see if faculty can easily edit in the system.

- **D2L**
  - Upgrade in December
  - Outage December 21 – 31
    - 5pm, December 21 – 5 pm, December 31
  - We are moving to a continuous delivery model for D2L updates.
    - Changes to D2L will be updated monthly, rather than twice a year
      - Every third Friday during the already used down time from 10:00pm through 7:00am
    - The first update will occur in February.
    - UITS will provide communication and resources to inform faculty about what changes will occur at each update.
    - D2L has promised that complete changes to tools or layout will not occur. Instead, small changes will be made in each update to improve the usability of D2L.

- **Panopto**
An upgrade to Panopto is scheduled December 15 to improve integration with D2L

**Respondus**
- No updates
- Respondus has moved into a model where they are doing continual updates.
- ChromeOS is still not supported by Respondus.
  - If students report they are having issues with using RLDB, they may be using a ChromeOS product like the ChromeBook.
- RLDB has moved to allowing Chrome browser

**Ongoing Projects**

**Virtual Campus Tour Update**
Sam Mahra reported on the Virtual Campus Tour:
- The Virtual Campus Tour is still live at [http://www.youvisit.com/kennesaw](http://www.youvisit.com/kennesaw)
  - KSU will be doing some filming soon to redoing the College of Science and Mathematics sections and to add additional video to the tour.
- Please let Sam know if you see any errors or mistakes.

**Testing Center**
Carol Byrd gave the following update on the KSU Testing Centers:
- See Handout from Carol Byrd for more detailed information regarding the discussed Academic Testing Center Information provided.
- GACE Testing
  - First Exam – September 21
    - 103 exams have since been administered
  - November 13\(^{th}\) – 66 examinees have registered
  - November 14\(^{th}\) – 80 Examinees have registered
- CLEP Testing
  - Goal – To increase number of examinees taking the CLEP exam
  - Internal Plan – Educate KSU community of services
  - External plan – Educate community about CLEP testing and additional services
- Pearson Vue Test Center
  - All facility requirements have been met except lockable storage.
- Website Update
  - Two photos of the testing centers have been added:
    - Group photo
    - New slide highlighting the tests offered and additional announcements
- Jewel Akpose was accepted into KSU’s Management Development Certificate Program

**Faculty Senate Distance Learning Advisory Committee**
Marina Koether reported on faculty senate distance learning initiatives:

**Current Activity**
- A second reading of the document describing changes to faculty compensation for online teaching was approved:
  - 1-2 Credit Hours - $25.00 per student
- 3 Credit Hours - $50.00 per student
- 4-5 Credit Hours - $75.00 per student
- 6 Credit Hours - $100.00 per student
  - Changes to compensation will go into effect starting in the spring 2016 semester.

Other Matters

- College/Unit/Library Updates – Good Things Going with Distance Learning (Everyone)
  - Tammy Powell and Jordan Cameron announced that KSU Will have its first Online Learning Un-Conference March 4, 2016:
    - Featured speaker compliments of CHSS
    - 8:30am – 2:00pm
    - Working on having lunch provided
    - Will have faculty present information
    - Working on an online student panel
      - Faculty can ask questions and find out what works and what doesn’t for students.
    - Recognize award winners
    - Application reviews for presenters
      - Requesting executive committee members help reviewing applications
      - Probably won’t be rejecting anyone this year
    - Prizes given out to attendees
      - Working on good prizes; technology, devices, etc.
    - This is planned to be a yearly thing (if successful)

- Board of Regents Semester Report
  - 2.3% increase in enrollment
  - 33,252 students
  - 120% increase in transfers
  - 43% increase in applications
  - 98% of applications are in-state
  - Large enrollment is expected for next fall
  - Predicted 40,000 enrollment by 2020

- Potluck?
  - College coordinators are scheduled to meet in December
    - Have a potluck right after?
  - A poll will be sent out to members

Adjourned at 12:40 pm
1. Policy Statement

The creation and dissemination of knowledge and information is a defining characteristic of universities. As such Kennesaw State University (KSU or the University) is committed to ensuring that official Web content and other electronic information associated with University administration, services, courses, or instruction programs and activities conform to widely accepted Web accessibility standards. KSU's goal is to provide effortless access for students, faculty, staff, and visitors to web-based content by maintaining as a minimum standard the guidelines set forth in the University System of Georgia’s Web Accessibility Guidelines.

2. Background

Federal law Section 508 Subsection 1194.22 of the Rehabilitation Act and the Board of Regents (BOR) of the University System of Georgia (USG) Web Accessibility Guidelines require that all web content meet the federal government’s accessibility guidelines. As such, KSU complies with USG guidelines.

3. Scope

This policy statement affects KSU employees, students, and third parties, which includes but is not limited to guests, vendors, contractors, and University retirees and alumni.

4. Exclusions or Exceptions

There are no exclusions. Individual/personal Web pages published by students, employees, or non-university organizations that are hosted by the University but do not convey or communicate University-related business are strongly encouraged to adopt the University's policy and standards.

5. Definitions and Acronyms

None.

6. Policy Information

University accessibility assistance is provided by several offices as noted below. Staff in these offices work to accommodate requests for access or assistance with access as soon as possible in order to either accommodate the request or identify an effective alternative for the requestor.
<table>
<thead>
<tr>
<th>Request for</th>
<th>Office</th>
<th>Contact Number</th>
<th>Contact Email</th>
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<tbody>
<tr>
<td>Student Support Services</td>
<td>Student Disability Services</td>
<td>(470) 578-2666</td>
<td><a href="mailto:studentdisability@kennesaw.edu">studentdisability@kennesaw.edu</a></td>
</tr>
<tr>
<td>Student Technology Assistance</td>
<td>University Information Technology Services</td>
<td>(470) 578-3555</td>
<td><a href="mailto:studenthelpdesk@kennesaw.edu">studenthelpdesk@kennesaw.edu</a></td>
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<tr>
<td>Faculty Assistance</td>
<td>Distance Learning Center</td>
<td>(470) 578-7550</td>
<td><a href="mailto:distancelearning@kennesaw.edu">distancelearning@kennesaw.edu</a></td>
</tr>
<tr>
<td>Employee Disability Assistance</td>
<td>Human Resources Benefits Manager</td>
<td>(470) 578-6030</td>
<td><a href="mailto:benefits@kennesaw.edu">benefits@kennesaw.edu</a> or <a href="mailto:hr@kennesaw.edu">hr@kennesaw.edu</a></td>
</tr>
<tr>
<td>Employee Technology Assistance</td>
<td>University Information Technology Services</td>
<td>(470) 578-6999</td>
<td><a href="mailto:service@kennesaw.edu">service@kennesaw.edu</a></td>
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<tr>
<td>Third Party Technology Assistance</td>
<td>University Information Technology Services</td>
<td>(470) 578-6999</td>
<td><a href="mailto:service@kennesaw.edu">service@kennesaw.edu</a></td>
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7. Policies/Regulations Associated with this Policy
   a. [Section 508 Subsection 1194.22 of the Rehabilitation Act](#)
   b. [University System of Georgia Web Accessibility Guidelines](#)

8. Procedures Associated with this Policy
   a. [Student Disability Services Accommodations](#)
   b. [Course Development and Review](#)

9. Forms Associated with this Policy
   a. None

10. Violations

Failure to comply with requirements described in Section 508 Subsection 1194.22 of the Rehabilitation Act and the University System of Georgia Web Accessibility Guidelines could result in complaints or litigation. Complaints of this nature are handled by the University Division of Legal Affairs.

11. Review Schedule

This policy is reviewed annually by the Office of the Vice President for Operations and Chief Information Officer/Chief Business Officer in collaboration with the Office of the Provost and the Division of Student Affairs.

**Action Log [for Policy Process Review and Coordination]**
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<th>Date</th>
<th>Action</th>
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<tr>
<td>September 2, 2015</td>
<td>Sent to Provost Harmon and Dr. K. C. White for review.</td>
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<tr>
<td>October 14, 2015</td>
<td>Proposed policy statement and information ready for review (PPC).</td>
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<tr>
<td>October 20, 2015</td>
<td>President’s Cabinet – Information Item; proceed.</td>
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<tr>
<td>October 22, 2015</td>
<td>Emailed to leadership of elected bodies and administrative councils for review and comment.</td>
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**Responsible Office - Required Review and Approval Actions:**

| Vice President | Randy C. Hinds, Ph.D. | Vice President for Operations and CIO/CBO | August 28, 2015 |

**KSU Review**

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<th>1st Reading - Date</th>
<th>2nd Reading – Date</th>
<th>Concurrence - Date</th>
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<td>Student Government Association†</td>
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<td>Council of Academic Deans</td>
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<td>Chairs and Directors Assembly</td>
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**President Approval and Signature**

Date: 

† SGA review and comment if students are included in the policy scope statement.
Distance Learning Executive Meeting

Academic Testing Services

November 11, 2015 11:30am – 1:00pm

GACE:

A. First GACE Exam – September 21st
   a. 103 exams have been administered
B. November 13th – Approximately 66 examinees have registered
   a. Entire team will do a practice run through for November 14th test administration
C. November 14th – 80 examinees – Full house prior to test administration

Initiatives:

A. CLEP Test – Goal: To increase number of examinees taking the CLEP exam
   a. Internal Plan – Educate KSU community of our services
      i. Plan of Action (1) – Distributed CLEP information to Academic Advisors etc. at both KSU campuses
      ii. Plan of Action (2) – Student workers led CLEP table at Major Fairs and other KSU events
   b. External Plan – Educate community about CLEP testing and additional services we offer.
      i. Plan of Action – Met with Dr. Brent Shropshire (Lead Guidance Counselor) at North Cobb High School
B. Pearson Vue Test Center
   a. Reviewed Facility Requirements – All facility requirements are met except for lockable storage.
      i. Plan of Action – Ordered standard lockers. (If the demand is high, we will order more lockers)

Website Update: (Goal: To provide relevant information)

A. Currently, 2 photos of the test centers have been implemented
B. Website initiatives pending:
   a. November 14th – Group Photo
   b. Adding: Tests offered & announcements slide

Miscellaneous Update

A. Ms. Jewel Akpose – KSU’s Management Development Certificate Program