Distance Learning Executive Committee  
Meeting Minutes  
December 10, 2014 – 11:30am – 1:00pm

Attendees – Jim Cope, Deborah Mixson-Brookshire, Donna Hutchenson, Jordan Cameron, Julie Moore, Sam Mahra, Matthew Laposata, Tammy Powell, Darrin Theriault, Susan Paraska, Mitchell Collins, Susan Blake, Laura McGrath, Edward Eanes, Barbara Gainey

Distance Learning Executive Committee  
• Tammy Powell, Co-Chair called the meeting to order at 11:30am and Jim Cope, Co-Chair welcomed everyone and made introductions.

Distance Learning – Technology updates  
• Overview of the UITS Consolidation Timeline  
  o Veronica Trammell and Rifka Mayani (UITS representatives) were not able to attend the meeting due to the campus-wide issues with computers. Jim Cope provided a brief update on the outage.  
  o Jim Cope shared information about the current UITS webpage and where to find the consolidation timeline and the Project Management Document UITS has created to guide the consolidation process for technology services. He also shared that UITS’ new website is scheduled to go live for both campuses on Jan. 16, 2015.  
  o Jim Cope briefly shared some of the Challenges UITS is facing over the next few months due to consolidation.

Distance Learning – Course Development and Review  
• Online Course Review Feedback from Faculty Developers  
  o As a follow up to the information presented at the November meeting, Jim Cope reported that:  
    ▪ The form has not yet been completed, and once it has been completed, it will be given to the Executive Committee and online faculty for feedback.  
    ▪ Once the form has been reviewed and refined, it will be used as a feedback avenue for faculty who have undergone the review process.  
• Update of Fall Course Reviews  
  o Jim Cope reported the following fall 2014 semester totals as of 8am, December 10, 2014: 41 new course reviews completed, 8 re-reviews completed, and there are 6 courses currently under review.  
  o Jim Cope also reported that as per OWG 24 recommendations approved by the Consolidation Implementation Committee:  
    ▪ All new, online courses approved on or after Jan. 1, 2015 will be on a 3-year re-review cycle.  
    ▪ Any courses that have been reviewed successfully prior to January 1, 2015, will remain on the 5-year re-review cycle. Once any course comes up for re-review after January 1, 2015, that course will change to a 3-year review cycle at that point. Eventually, all online courses will be re-reviewed on a 3-year cycle.  
• Online Teaching and Course Certification  
  o Due to questions from SPSU faculty regarding the upcoming changes to the requirements for faculty online teaching certifications and online course certifications, Jim Cope reported that the attached information has been shared with all SPSU and KSU deans and department chairs so that they can share the information with their faculty. (See Attachment I.)
Resource Updates

**MediaSpace/Kaltura**
- Metrics of Usage
  - Jim Cope reported that we will have an update at the January meeting.

**D2L**
- December Downtime Reminder
  - Jim Cope reported for Veronica Trammell that D2L will have mandatory downtime in December for the rebranding to D2L/BrightSpace
    - Downtime will occur from December 27, 2014, until January 2, 2015.
    - Faculty will not have any access to D2L during the scheduled downtime.
- Problems with D2L Student Progress Tool Update
  - Jim Cope reported for Veronica Trammell that the issue with the student tracking systems in D2L has not been remedied yet, and that the tool should not be used as a basis for assigning participation grades.
  - There is not an estimated timeframe that D2L is looking at for the issue being fixed.

Ongoing Projects

- **SPSU/KSU Consolidation – Anticipated Online Programs and Materials for Online Program Coordinators**
  - Jim Cope has the listing of approved online degrees for the NewU and will post with the minutes. (See Attachment II).
- **Communication to SPSU Faculty, Department Chairs & Directors on CIC approved Recommendations**
  - Jim Cope covered this in the outline of information regarding faculty and course certification processes that were discussed above.
- **Virtual Campus Tour Update**
  - Susan Blake reported that the committee is still working on getting an accurate and appropriate campus tour available on the website. The goal is to have a tour that would be beneficial for potential students, new to campus students, and online students. The committee should have information from vendors to present soon.
  - Jim Cope asked for the names of committee members interested in attending a meeting to view the virtual tour. He shared the names with the Virtual Campus Tour Committee.
- **ProctorU**
  - There was no update for ProctorU at this meeting. An update will be given at our January meeting.

**KSU Testing Center Plan and Progress**
- **Update on Testing Center**
  - Darrin Theriault reported on the progress being made toward the completion of the center:
    - Both the Student Registration Form and the Faculty Request Form have been completed.
    - Student Registration Form is fully automated for all processes including payments and reserving time slots for testing
    - The website for the center is approximately 50% complete at this time
    - Suggestions are welcome for the website as nothing is set in stone
Faculty Senate Distance Learning Advisory Committee

- Current Activity
  - Laura McGrath reported on the work of the Faculty Senate Distance Learning Advisory Committee (DLAC):
    - DLAC includes two elected representatives from each college and reports to Faculty Senate.
    - The committee researched the sustainability and appropriateness of the $50/student incentive for teaching online courses, consulting the literature and seeking feedback about the incentive from constituents.
    - Faculty indicated that the incentive should be kept because, in part, it helps to offset the increased workload of managing an online course. Further, the incentive supports the strategic plan by encouraging online teaching.
    - Research literature supports keeping the incentive as well.
  - The above information was presented to the Faculty Senate Executive Committee on December 1, 2014, and the full Faculty Senate on December 8, 2014. The matter is still under consideration by Faculty Senate.

Accessibility Statement
- Susan Paraska gave an overview of the approval process for a campus wide accessibility policy and reported on where the proposed policy is in that process. She will be shepherding the proposal through the approval process and will keep the committee informed.

Affordable Learning Georgia
- Upcoming Grant Opportunities
  - Tammy Powell reported that there are no new grant opportunities available at this time. Information that was presented at last month’s meeting is still valid and can be received by contacting Tammy Powell.
  - She also reported that the Affordable Learning Georgia Textbook Symposium is on December 11-12, 2014.
- Affordable Learning Georgia Success Story Awards
  - Tammy Powell reported that three people have won awards for Affordable Learning Georgia Initiatives and that the award will be a ‘Beautifully-carved glass block.’
  - She also reported on ALG Resources and Video Reminders

Other Matters
- College/Unit/Library Updates – Good Things Going with Distance Learning
  - Jim Cope reported that Affordable Colleges Online has recognized KSU as one of the top online universities for 2015. KSU was ranked #17 overall nationally and #1 in the state of Georgia. [http://www.affordablecollegesonline.org/best-colleges-online/](http://www.affordablecollegesonline.org/best-colleges-online/)
  - Jordan Cameron reported on the progress being made to offer the K-12 Blended and Online Learning MOOC for a second time beginning in January.
  - Susan Paraska reported on the ongoing consolidation and the remaining steps for SACs approval.

Reminders

Holiday Lunch!

Adjourned 12:20 pm
Attachment I. Online Course and Faculty Certification Information for SPSU

Process for Permanent Online Teaching Certification:

Current SPSU faculty who have been previously recognized as online teaching certified maintain that existing certification in the New University. This may have occurred through the successful completion of Teaching Academy for Distance Learning (TADL), an alternative certification pathway, and/or the Online Course Facilitation Workshop. No additional certification is necessary.

Current and new SPSU faculty who have not successfully completed TADL or the Online Course Facilitation Certification may obtain online teaching certification by successfully completing one of the following in Spring 2015:

1. Successful completion of Online Course Facilitation Workshop (must be currently enrolled)
2. Successful completion of College of Humanities and Social Sciences’ “Build a Web Course Workshop.”
4. Successful completion of the College of the Arts’ “COTA Boot Camp” for online course development.
5. Successful completion of the Applying the Quality Matters Rubric (APPQMR) course offered spring 2015.

Process for Provisional Online Teaching Certification:

Current and new SPSU faculty who do not hold online teaching certification can be awarded Provisional Online Teaching Certification if they are unable to attend a certification option in the spring. Provisional Online Teaching Certification is based on prior online teaching experience and/or completion of an online facilitation course. It is awarded for one semester. During that semester, the faculty member must complete one of the above training options to obtain university online teaching certification. Faculty who do not complete one of the options for online teaching certification may not be scheduled to teach an online course beyond the provisional semester. Options for obtaining Provisional Online Teaching Certification:

1. Successfully compete the KSU Provisional Online Teaching Certification Workshop. This workshop is offered online and takes 2-4 hours to complete. To be eligible for this training, the faculty member’s department chair should email Dr. Jim Cope (jcope@kennesaw.edu) requesting the training for the faculty member. Dr. Cope will then email the faculty member a link to access the training. The workshop will open mid-December.
2. If the faculty member has taught online or completed online teaching certification training at another institution (other than SPSU or KSU), then he/she can be awarded provisional online teaching certification. To complete this process, the faculty member should have his/her department chair request the provisional certification by emailing Dr. Jim Cope (jcope@kennesaw.edu) a copy of the faculty member’s vitae that contains the online teaching experience and/or online teacher training information. It would be helpful if this information were highlighted.
3. *If a SPSU faculty member has successfully taught online for SPSU in the past, but is not recognized by SPSU as “online teaching certified,” then he or she will be considered provisionally certified to teach online in the spring and summer semesters 2015 and will not need to complete the Provisional Online Teaching Certification Workshop for KSU. While we will be one university by consolidation vote, our students will still be registering for separate institutional courses under separate institutional names and systems.

As we prepare for fall 2015 as a single institution in name, system, and policy, these faculty members will need to complete one of the training pathways that leads to full online teaching certification as approved by the CIC. So that we can support these provisionally certified faculty, please send me Dr. Cope their names if they are teaching online for you in the spring. We will reach out individually and offer options to prepare for fall semester 2015.

Process for Online course certification and re-certification:

1. Current SPSU online courses that have been approved via SPSU’s online course review process will be approved online courses in the New University. These courses will participate in a cyclical 3-year re-review based on their approval date.
2. Any approved online courses submitted for a 3-year re-review before March 1, 2015 will undergo the current SPSU course re-review process. Any approved online courses submitted for a 3-year re-review on or after March 1, 2015 will undergo a KSU QualityMatters re-review using the QualityMatters rubric and review process. Quality Matters Rubric workbooks are available for your review. For additional information about submitting a course for SPSU re-review, please contact Brichaya Shah (bshah@spsu.edu). After March 1, please contact Dr. Jim Cope (jcope@kennesaw.edu) for information about the KSU online course re-review form and process.
3. Any SPSU online courses that have not successfully completed the SPSU online course review process must undergo one of the following online course review options to be offered as an online course as of fall 2015.
   a. Option One. Prior to March 1, 2015, any SPSU online course that has not received SPSU certification or re-certification can be submitted for review using the current SPSU review process or can be submitted for review using the KSU QualityMatters rubric and review process. For information about submitting a course for SPSU review prior to March 1, 2015, please contact Brichaya Shah (bshah@spsu.edu). For information about submitting a course for KSU QM review, please contact Dr. Jim Cope (jcope@kennesaw.edu).
   b. Option Two. On and after March 1, 2015, any SPSU online course that has not yet been submitted for online course review, must be submitted for review using the KSU QualityMatters rubric and review process. For information about submitting a course for KSU QM review, please contact Dr. Jim Cope (jcope@kennesaw.edu).

The online course schedule is reviewed each semester for faculty and course certifications as part of Kennesaw State University’s online course quality commitment. All online courses must receive online certification prior to the opening of early registration. Online courses under review as of March 1, 2015 cannot be opened for early fall 2015 registration until successful review completion. Online courses may not be opened for any phase of student registration prior to completing the university online course peer review process.