Distance Learning Executive Committee
Meeting Agenda
September 14, 2016 – 11:30am – 1:00pm; DLC Classroom

Attendees: Jim Cope, Veronica Trammell (UITS), Carol Byrd (Testing), Julie Moore (BCOE), Tammy Powell (HSS), Edward Eanes (COTA), Matt Laposata (CSM), Jordan Cameron (Accessibility/Unconference), Ashley Hoffman (Library), Deborah Mixson-Brookshire (UC), Rebecca Mattox (CCPE), Debbie Benson (For Justin Cochran/CCOB), Susan Blake (Enrollment Services)

Distance Learning Executive Committee
• Welcome and Please Update Contact Info (Jim)
  o Please check the contact information for online programs and coordinators.

Affordable Learning Georgia (Tammy)
• Update
  o A couple more rounds of Affordable Learning GA initiatives
  o Textbook transformation grants
    ▪ Round 6 & 7
    ▪ October and January
  o Information on website: http://affordablelearninggeorgia.org/
  o $10,000 for a three-page grant, paid through payroll
  o $899,000 saved at KSU for textbooks

Distance Learning Center (Jim)
• Web Learners Program phase out
  o The program will be completely phased out by spring 2017. The program was created to track online students, but it currently is not able to do that. Going forward, students in online programs will have to change their majors (or interests) to their online degree program. This will insure that they receive priority registration and will allow us to track them. (Since the meeting, this plan has changed. More information to come.)
  o This phase out will not affect coordinators, but if asked questions, please only say that more information will be available mid-October, please don’t go into detail about the changes at this point.
  o Current web learners will be instructed to go update their major through email and phone communication.
• MOOCs: http://moocs.kennesaw.edu/
  o We currently have 11 total MOOCs available:
    ▪ Coursera Project Based MOOCs
      • Writing Professional Email and Memos
      • Business Model Canvas
    ▪ K-12 Blended and Online Learning MOOC
      • Just re-launched for student enrollment
    ▪ CyberSecurity and Its Ten Domains MOOC
    ▪ CyberSecurity Specialization: Developing a Program for your Business Specialization
      • Four MOOCs in this specialization
    ▪ Career Readiness Specialization
      • Three MOOCs in the specialization
  o We are currently exploring a six sigma specialization with the College of Engineering
  o The first step for any faculty member interested in offering a MOOC or Digital Badge is to take the Business Model Canvas MOOC (we pay) to see what is involved in creating a MOOC or Digital Badge. Once that is completed, if the MOOC or Digital Badge proposal is viable, the faculty member should schedule an appointment with Elke to discuss possibilities.

• Web Accessibility:
  o Web Accessibility Initiatives
- Jordan Cameron, our Assistant Director of Academic Web Accessibility has created an accessibility website geared towards faculty and academic support staff. Plenty of information is available on the site: http://accessibility.kennesaw.edu/, but the focus is on the “Faculty Four” of accessible web content.
- Faculty four of accessibility development:
  - Alternative text
  - Captioning and Transcripts
  - Document Formatting
  - Accessible Resources
- Jordan is offering a series of four workshops this semester to teach accessibility. The first one has just completed and the recording is available. The remaining workshops will cover document accessibility, DLC’s captioning services, and how to check courses for accessibility. A digital badge will be provided to those that complete all four workshops. Next semester Jordan will offer another four workshops with different topics. She is exploring an Accessibility Ambassadors program for those people who complete all eight workshops and who are willing to support faculty accessibility efforts.
- Concourse Syllabus Template
  - The DLC and Academic affairs is exploring the Concourse Syllabus Template product to provide a common syllabus template for faculty to use. All required university sections will be built into the template so that faculty will only have to add their own information, and this will be done in D2L. Colleges will be able to set up their own templates to accommodate specialized needs due to accreditation. All syllabi will be easily accessible for reports and other needs.
- Faculty Development:
  - The DLC is currently offering three levels of faculty development: TADL, OCFP, and OCRP.
    - TADL (Teaching Academy for Distance Learning) is for faculty who are developing an online course. It is very intensive, and meets every Friday from 9-12:00 for 11 weeks in fall semester.
    - OCFP (Online Course Facilitation Program) is for faculty who want to teach online, but not necessarily develop, an online course. It is offered a couple of times each spring and fall and is a four week, online, asynchronous workshop.
    - OCRP (Online Course Review Preparation) is a place for faculty working on their own to ensure their course is ready for the review process. Instructional Designers will be available during the process to assist faculty who will interact other colleagues building courses to form a learning community.
- Large Enrollment General Education Courses Task Force
  - We have a group sponsored by the DLC (Deborah Mixson-Brookshire, Tammy Powell, Stephen Bartlett, and Sandra Jones) that will research, design, and deliver large enrollment online courses with the goal of offering more seats in high demand general education courses to remove roadblocks to student progression.
  - This semester we will research best practices in designing and delivering large enrollment online courses, and next spring use what we learn to design online large enrollment courses to be offered as pilots in fall semester. We hope to use these pilot courses as templates for future large enrollment online courses.
- US News & World Report Survey
  - We are working on doing a more centralized version of the effort of filling out the forms so that our online programs will be a part of this survey. We are routinely ranked in other publications, but want to be ranked in the US News survey too.
- USG LMS
  - A statewide committee made up of several sub-committees is looking at future state needs for technology enhanced products. There are no plans to move away from D2L at this time, but the state is beginning to look at LMS software as well as other technology enhanced learning products.
- Capping enrollment?
  - There might be some flexibility at the BOR about the opportunity to reduce our enrollment numbers
  - Trying to cap enrollment can increase enrollment
By increasing standards to cap enrollment, students may apply more due to the increased impression of the school.

**Technology Resource Updates** (Veronica)

- **Bb Collaborate**
  - **Ultra**
    - UITS is asking faculty to move to from Collaborate to Collaborate Ultra. It is a better product, but does not yet have all the functionalities of the current Collaborate though UITS expects to have full functionality soon.
    - Ultra is very skype-like in appearance and use and has easier controls for Moderators.
    - UITS is more than happy to come to colleges to have workshops to show the functionality, and the documentation center has the documents available.

- **BrightSpace D2L**
  - **Strategic pause, hold after 10.6.3 update**
    - Continuous updates have continued, but have encountered some issues
      - D2L has introduced some bugs with their updates. They quickly fix the bugs, but the bugs are an issue while they are active.
    - USG has put us on a strategic pause
      - Regular maintenance schedules will continue, but no continuous updates will be performed. We may be looking at a massive update in December again

- **YouDoIt**
  - Product that will assist in fixing courses to make them accessible.
  - USG should have a test in October/November for D2L integration.
  - KSU will be the testers for the update and integration.

- **MediaSpace/Kaltura**
  - **CaptureSpace**
    - This lecture capture feature has been added to MediaSpace, and while it does not have all the capabilities of Panopto, it is a good tool.
  - **Reach**
    - This close captioning tool was created through a grant and is not ready for use yet. The vendor, Ceilo24, is developing a new system that we hope to have ready by the end of the semester.

- **Office 2016 and Adobe DC update**
  - Both updates are available for download
  - Older software access ends in December and support will end at the end of semester. Please have faculty download as soon as possible to ensure support continues for them.

- **Panopto/DocSoft**
  - Virtual Server feature. Another update to Panopto is coming out at the end of year and UITS will start testing it early spring.

**Testing Update**

- **Turnitin**
  - It has a new look but the same functionality. There should be no issues accessing archives after the update.

- **Read/Speak**
  - Working better than expected
  - Will read more than just page
  - Faculty can email service to get code that allows them to use for SoftChalk.

**Library Resources Updates** (Ashley Hoffman)

- **Resource Guide for Distance Learning Faculty** [http://libguides.kennesaw.edu/DistanceLearningFaculty](http://libguides.kennesaw.edu/DistanceLearningFaculty)
- Pilot virtual library instruction program
- Hoping to expand to fully online courses.
- Pop in session will be recorded for online students.
- Searching and adding library resources to courses in D2L is now easier: 
  [http://ebsco.libguides.com/curriculumbuilder](http://ebsco.libguides.com/curriculumbuilder)
  - Faculty can now create lists of required materials for their courses, and copyright is not an issue as students will have to authenticate with their NetID to access.

**Ongoing Projects**
- Testing Center (Darrin/Carol)
  - August 25, 2016 – Advising Lunch and Learn
    - Purpose: To educate advisors of the Testing Center’s services
    - 50 advisors registered for the program
  - August 30, 2016 – ACCUPLACER Training Session
    - Purpose: Transition from COMPASS to ACCUPLACER for admission purposes
  - September 14-16, 2016 – Georgia Summit Conference
    - Darrin Theriault and Elke Leeds will present at the Georgia Summit to discuss KSU’s automated system.
  - September 20, 2016 – eCore meeting with Reynard
    - Purpose: To discuss the logistics and registration process of Smarter Proctoring.
  - October 20, 2016 – NCTA Grant Event at Mercer University
    - Action: In process of preparing for the event.
    - Darrin Theriault and Carol Byrd will attend the event.

**Faculty Senate Distance Learning Advisory Committee**
- Current Activity (Hussein Abaza)
  - Have Not met this year
- Items presented to the FSEC and Senate (Hussein Abaza)

**Other Matters**
- The Unconference update (Jordan)
  - Will be in April this year
  - Participants asked for it to be at the KSU center not Student Center
  - A new thread, What does the research say about...?, will be presented by Instructional Designers.
    - Other presentations will be done by other faculty or staff
  - Asked TEL to fund the Unconference
    - Should be funded, but will ask for additional funding if needed
  - Distancelearning.kennesaw.edu/unconference
    - Last year’s information is available there

- College/Unit/Library Updates – Good Things Going with Distance Learning (Everyone)
  - Learning community for large enrollment classes in HSS
- Elect new chairs?
  - Jim will continue to serve as chair
  - Any volunteers for co-chair will be accepted.

**Reminders**