CHSS Digital Education Council Meeting

*February 5, 2020*

*Scheduled time: 12pm-1pm*

Attendees: Sam Lee, LeeAnn Lands, Tamara Powell, Kathryn Morgan, Laura Beth Daws, Renata Aloisi, Sara Evans, Charity Butcher, Uli Ingram, Nikki Hill, Amanda Wolfe, Laura Howard

Minutes by Sam Lee

# Welcome Our New Instructional Designers!

 Tammy starts the meeting with announcements about the RCHSS ODE’s two new Instructional Designers, Nikki Hill and Kathryn Morgan. Kathryn says that to request support, send an email directly to dli@kennesaw.edu.

 [*Chat: Laura Howard – Is that form through DLI or ODE?*

 *Chat: Nikki Hill – Send an email to* *dli@kennesaw.edu**]*

# Workshops

 Tammy says that she sent out the link to sign up for future workshops and trainings yesterday to all DEC members and asks that members direct anyone who needs online training to [this Google Forms link](https://forms.gle/pV4SrQowQweiERhg7). One of these trainings on this Google Form is the Spring 2021 BWC, which includes a Bootcamp on Feb. 19 and 4 asynchronous modules. Participants will only receive a certificate.

*[Chat: Leslie Hankey – I have a blind student in Productivity, Tools and Technology learning Adobe. If anyone has any ideas for me…let me know.*

*Chat: Nikki Hill – DLI just hired an Assistant Director of Accessibility @leslie should you run into issues that require a creative response. His name is Jason Rodenbeck]*

 Laura Howard mentions that she presented recently on resilient pedagogy and talks about her presentation, which involves the pandemic highlighting the need for designing courses with resilient pedagogy in mind to make the courses easier for students to use and design opportunities for meaningful interaction. She is willing to send the PowerPoint and the recording of the presentation to the group.

# Registrar’s Email to Students

 Laura Howard says there was a message in D2L for students asking them to report pedagogical concerns to an email address, but Laura Howard couldn’t find it in D2L for herself. Faculty are encouraged NOT to change the modality of their courses.

# Face-to-Face Student Attendance

 Tammy asks if anyone is teaching rotationally this semester, but no one in this session is. Uli says that she is teaching F2F, so Tammy asks if there has been a drop in attendance, and Uli says that they have seen a drop in attendance, but the class was advertised as optional attendance anyways, so this does not come as a surprise.

 Uli also asks if the numbers are back to full capacity instead of half capacity for Fall 2021, and Laura Beth Daws says that these classes are back to full capacity, i.e., 200-person classrooms will be holding 200 people.

# Inventory

 Stephen says that we are still in the inventory business, but we have a lack of inventory lately. We are still providing cords, cameras, and headsets, especially for new faculty, so faculty can come to us for any of this. The only area where we will see a reduction in inventory is laptops – we will continue to have loaner laptops and will likely be getting more to give to faculty who need them temporarily, but we are close to being out of the permanent laptops. Tammy says we also have external hard drives, styluses, writing tablets, six keyboards, and many other items that faculty may need.

*[Chat: Leslie – Any monitors?]*

 Tammy says we have never had monitors, but it may be a good idea to go to UITS for monitors. She says we also have a Shutterstock license.

# D2L

 Laura Howard asks about PDFs in D2L not automatically opening and requiring users to open them with docReader. Tammy recommends that Laura Howard contact UITS with this issue.

 Stephen says that Safari has been erasing settings set by instructors, particularly with Respondus LockDown, so it’s better to use either Edge or Chrome. He also says that if any faculty are asking why students cannot see their grades, they must click on Manage Grades under the Grades tab and look for a clock, as many instructors have been accidentally setting grades to only be visible for a short amount of time.

 Tammy ends the meeting by mentioning the Open Education Week put on by the library, where we have some RCHSS faculty presenting. She shares [this link](https://libguides.kennesaw.edu/oer/oeweek).

Meeting ended at 12:35 PM.