Digital Education Council Meeting Minutes – October 28, 2021

# Attendees

Brayden Milam, Tamara Powell, Stephen Bartlett, Alan Watts, Charity Butcher, Sara Evans, Uli Ingram, Lesley Gabel, Garrett Smith, Audra Boyd, Leslie Hankey, and Carlton Usher

# Welcome and Announcements

## Accessible Syllabus Template

This is new! Brayden has worked with Ruth and Carmen to develop a new, lockable, accessible syllabus. Instructors will be able to enter their information within the document, but the policies and structure will be locked to ensure the documents remain accessible and that the information is current. It will be live and presented to the chairs and directors tomorrow (October 29th).

Sharon wondered if we should share the syllabus with the CIA (Curriculum, Instruction, and Assessment). Stephen responded that we certainly could.

## New Trainings

We have added a few more dates for the Build a Web Course Bootcamp. Most pressingly, it will be offered tomorrow, October 29th from 9:30am-5:30pm. It will definitely be offered January 13th and 14th for the Spring 2022 semester.

## From DLAC

* Curriculum, Instruction, and Assessment Office. Anissa Vega confirmed that the system office has confirmed that KSU is required to document how our courses provide regular and substantive feedback.
* UITS—Veronica Trammell shared that the USG is moving to a new enrollment system with D2L and Banner integration called Ipsis. Pro: UITS will be able to do more than the current three runs a day that is currently performed. Not sure how many they will be able to do. This change starts summer semester. Con: Crosslisted courses have to be processed manually. UITS is working with enrollment services to find out how they deal with crosslisted courses and will report back if or how that process will change. Veronica reiterated that she works with the Provost’s office, and her unit does not make decisions regarding D2L.
* KSU Library—Carey Huddleston research guide system has option to display in D2L research guides or research-based lists applicable to subject areas. There is a feature that will automatically connect that to D2L. Instructors can also turn the feature off. It would automate research and course guides for D2L courses. Carey wanted to let everyone know.
* Affordable Learning Georgia—Tammy Powell shared minutes to ALG meeting and announced the [USG Teaching and Learning Conference](https://www.usg.edu/facultydevelopment/teaching_learning_conference/regional_events) and upcoming ALG grant rounds 20 and 21. Also, the Featured Speakers series for the ALG will feature KSU RCHSS faculty in November:

*Der und mehr* – November 12, 2021 from 2:00 PM - 3:00 PM

Shane Peterson, Sabine Smith, Dylan Goldblatt, Susanne Estrella

Kennesaw State University   
[Register for the November Event](https://teams.microsoft.com/registration/d_gRRzr7EU-qqzxJaADCPQ,YcR3JBQC6keyWm_5lZFP_A,LVEMG3EUuUmS4kRgQ_GoFg,VI4kIXoHNEqp_7QZY-XgSg,iWGv4Df-zkOxd3loGCeM9A,z6FKMhX6nEKMB_u5ZY5N0w?mode=read&tenantId=4711f877-fb3a-4f11-aaab-3c496800c23d)

* Digital Learning Innovations—Brichaya Shah shared professional development information and said new [professional development](https://dli.kennesaw.edu/services/pd/index.php) and [microlearnings](https://dli.kennesaw.edu/services/microlearning/index.php) will be available soon.
* Faculty Handbook for Online Teaching Being Added Soon

# Course Quality Process – where we are now

Charity said that her department has people in her department who want to be trained to be reviewers. She’d like to know when the trainings for next semester will be offered. There also seems to be some confusion about when instructors should submit their courses for review.

Tammy said that trainings can be scheduled as needed and that 1000-level courses should be submitted before the end of the first week of the Spring 2022 semester. The courses don’t need to be perfect; they just need to be submitted.

Sharon asked for clarification about the schedules for hybrids. Tammy and Stephen replied that hybrids will be reviewed on the same schedule, but that the courses will be reviewed by the DLI. They’ll be reviewed by the same checklist DEC developed. The hybrid checklist will also be used to review synchronous online courses. The “[Course Review Documents](https://kennesawedu.sharepoint.com/sites/Team-RCHSSODEDistanceEducationCommittee/_layouts/15/Doc.aspx?OR=teams&action=edit&sourcedoc=%7b8AF3032C-3EDB-4599-AA60-8F39F0D4CF7C%7d)” Word document sent out earlier contains this checklist, the online/KSU Course Quality Checklist, Master/Principal Course Checklist, and the Course Review Policy (and can be accessed through the previous link). This document can be shared with departments/schools after the chairs and directors meeting tomorrow morning.

## Course Review Documents

### Timeline

Sharon asked for clarification of the timeline. The existing structure is that 1000-level courses will have a review deadline of 1 May 2022, 2000-level courses will have a review deadline of 1 December 2022, 4000-level courses will have a review deadline of 1 May 2023, and 4000-level (and higher) courses will have a review deadline of 1 December 2023. New courses developed are on a “semester scheduled” review schedule. So, courses scheduled for summer semester need to be submitted for review by the prior October 1st, courses scheduled for fall semesters will need to submit their course for view by the first Friday in the prior spring semester, and classes scheduled for spring semesters will need to be submitted by the first Friday of the prior fall semester.

#### Timeline Communication

The ODE will be communicating with faculty about the course review deadlines. We will follow up with DEC after those emails have been sent out. We will also share a list of courses/instructors prior to this.

### Faculty Certification

If faculty have been certified through the Build a Web Course workshop, they do not need to be certified through the Building and Teaching Hybrids (BATH) course or the Master/Principal Facilitators Course. It’s recommended they check these trainings out because there may be information, they might find useful.

# Action Items Moving Forward

* Create a list of required trainings as a resource for chairs/directors
* Review the [Principal Course Facilitator Training](https://softchalkcloud.com/lesson/serve/uU2aCGhZnbl63z/html?) and provide feedback (if you have the time)