Digital Education Council – November 2021

# Attendees

Stephen Bartlett, Brayden Milam, Patrick Carter, Alan Watts, David Cassilo, Laura Howard, Lesley Gabel, Garrett Smith, LeeAnn Lands, Charity Butcher, Uli Ingram, Carlton Usher, Tamara Powell, Sharon Pearcey, Leslie Hankey

# Beta Testing a New AI Library Program

KSU is investigating the adoption of YewNo (discover.yewno.com), a new AI concept mapping search engine, and would like faculty to beta test it. Right now, it seems to only be available on campus.

# Course Review Questions

An email went out to full-time faculty explaining there is a process, but it was *very* generic. Part-time faculty are included in this initiative and should receive official word today (if not by the end of the week). Stephen is planning to email all individuals who need to submit their courses for review.

1000-level courses must be submitted by January 14th (the first Friday of Spring 2022) and then approved by the end of May. **This includes hybrid courses.**

To reiterate, each department has their own process, but the general format of a review is

1. Faculty submits course for review using the course review request form (found on the [Course Review Dashboard](https://radow.kennesaw.edu/ode/quality-courses/index.php)).
2. The course is reviewed according to the [appropriate checklist](https://radow.kennesaw.edu/ode/quality-courses/course-review-checklists.php).
3. The review report will be sent back to the faculty member, who will then have two weeks to revise their course.
4. The course will be re-reviewed to determine whether the mandatory sections (A & B) are met.
5. The revised review report will be sent to the Chair/Director.

Template courses (formerly known as master courses) have a two-part review process--they must first pass the regular review and then pass the template checklist.

Tammy, Stephen, & Brayden are all trying to hammer out the details and may schedule meetings with DEC members to discuss their department/school’s process.

Faculty can be scheduled for summer classes even if their training is not yet completed, though they will have to complete the training before summer. For information on which trainings are required, visit the [Faculty Development page](https://radow.kennesaw.edu/ode/quality-courses/course-review-prof-dev.php) on the Course Review Dashboard. To determine whether you have been trained, check out the [Certified Faculty & Courses page](https://radow.kennesaw.edu/ode/quality-courses/course-review-certification.php).

# Notes from DLAC + DLAC Policy Approvals

**Big master spreadsheet**