

Digital Learning Advisory Committee (DLAC)
General Committee Meeting Minutes
MS Teams Virtual Meeting

January 24, 2023

- I. **Call to Order and Attendance**
(Note: Attendance is documented based on those individuals who type their names in the chat box. See list below)

- II. **Acceptance of Agenda**
(Note: If there are no updates or edits, the agenda will stand accepted as written.)

- III. **Approval of Minutes from the November 29, 2023 meeting.**
(Note: If there are no corrections, the minutes will stand approved as written. Minutes are also uploaded to website). Arezou noted year needs to be corrected. Amy will correct.

- IV. **Reports**
Curriculum, Instruction, and Assessment Office- Anisa . No report.
UITS- Veronica discussed the course substitution process. Owl Express can access employee services for course substitution. If off campus will have to VPN. Kahoot will have limited number of licenses for 500 for faculty pretty soon with instructions to merge account with enterprise as well as getting new account. D2L

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KSU Course Modality Database discussion (Deferred to next meeting due to time constraints).

- Data collected from the form- Do you have enough information to make decisions and monitor college data?
- Best practices for Template Courses- Assign administrators as instructors in D2L so other faculty can use the shell?
- Are the reports effective?

VII. Announcements

Next DLAC Executive Committee meeting: February 14, 2023

Next DLAC General Committee meeting: February 28, 2023

Meeting schedules with links, agendas, and minutes can be found on the DLAC website: <https://dlac.kennesaw.edu>

VIII. Adjournment

Minutes submitted to Greg Wiles and Amy Jones by M. Lisa Hedenstrom 01/24/2023

Attendance:

Greg Wiles, Chair; M. Lisa Hedenstrom, Secretary; Amy Jones; Anissa Vega; Cristen Ducher; Kris DuRocher; A. Carey Huddlestun; Dabae Lee; Rajnish Singh; Peter Fielding; Aertzou Shafaghat; Julie Moor