

**Distance Learning Committee
Meeting Minutes – Sept. 27, 2017**

Members in attendance: Georgette Dumont, Debra Wagner, Cheryl Van Deusen, Bryan Knuckley, Chiu Choi, Lisandra Carmichael, Claudia Sealey-Potts, Megan Kuehner, Parvez Ahmed, Sean Davis, Deb Miller, Suzanne Ehrlich

Guests: Patrice Kapcio

Deb Miller called the meeting to order at 11:02 a.m.

Members introduced themselves around the table.

Miller noted that a quorum was present. She opened the floor for nominations for a co-chair of the committee.

Suzanne Ehrlich accepted the nomination to be co-chair of the DLC committee. A motion was made to vote on the nomination. Members voted unanimously to elect Ehrlich to the position.

Miller opened the floor for a discussion on setting priorities for the committee for the year.

Members discussed the need for a review of the 2012-2017 Strategic Plan for DL. Members agreed to invite Dan Moon to the October meeting to provide the university's perspective. Miller will gather and provide information about state (BOG and FLVC) initiatives for the meeting.

Members discussed the formation of a Strategic Planning subcommittee. A motion was made and members voted unanimously to form a subcommittee with members Dumont (chair), Kuehner, Davis, Carmichael, and Miller.

Miller updated the committee on the one year adoption of Examity as the university's online proctoring tool and Sean Davis shared concerns based on his experience. Members identified additional issues related to proctoring and discussed objectives for a subcommittee review. A motion was made and members voted unanimously to form a subcommittee on Proctoring to include Davis (chair), Sealey-Potts, and Ahmed.

Cheryl Van Deusen indicated that some faculty are experiencing inadequate technical support, particularly for evening classes. Members discussed referral of concerns to Campus Technology Committee.

Members discussed the disparity of resources for hybrid versus DL on the campus and agreed to incorporate hybrid as a consideration for the subcommittee on Strategic Planning.

Members agreed to continue to meet on the 3rd Wednesday of each month at 11 am for the remainder of the fall term (for a 90 minute meeting) and to reevaluate the schedule for the spring term.

Miller reminded members that the bylaws require subcommittees to notify the full committee of meeting dates/times and to record notes.

Miller announced that a Faculty Development opportunity for online teaching will be attached to the minutes for this month. For interested faculty, CIRT will provide funding as a sponsor.

Miller reminded members that minutes, agendas, and supplemental materials can be found on the DLC webpage.

Distance Learning Committee
Meeting Minutes – Sept. 27, 2017

Members voted unanimously to approve the minutes from April 2017.

The meeting was adjourned at 11:52 a.m.

Approval date: 10/20/17

Chair Deb M