

Distance Learning Committee
Meeting Minutes –Jan. 24, 2018

Members in attendance: Georgette Dumont (phone), Debra Wagner, Bryan Knuckley, Chiu Choi, Dan Feinberg, Claudia Sealey-Potts, Megan Kuehner, Parvez Ahmed, Sean Davis, Deb Miller, Suzanne Ehrlich,

Guests: Ross Bell, Patrice Kapcio

Deb Miller called the meeting to order at 12:01 p.m.

Miller noted that a quorum was present. Members voted unanimously to approve the minutes from the December 2017 meeting.

Canvas Update (Ross Bell) Bell provided an update on the LMS (Canvas) including 24 hour support, a new Gradebook, and the RPN and Examity online proctoring services. The committee discussed strategies for keeping the campus community informed about Canvas features and changes.

Subcommittee on Strategic Planning – Miller reported that the majority of the focus groups were held after the winter break except for the student focus groups which had no attendees and other groups that needed to be rescheduled. The subcommittee is discussing the idea of arranging meetings so that students could attend virtually.

Subcommittee on Proctoring – Sean Davis reported that the subcommittee’s next action item is to develop the survey on proctoring for faculty and students.

New Business

Debra Wagner reported that students in the Brooks College of Health not reading UNF email because of the Canvas message system/Inbox. Megan Kuehner will follow up and report back.

Miller announced that CIRT is planning a change that will take place in spring or summer. Ross Bell's LMS team will move from the CIRT space in building 1 to the CIRT/instructional design area in building 10. The recording studio currently in building 10 will move into the space vacated by the LMS team in building 1 and new equipment will be installed. The CIRT Creative Team will stay in place in building 1 and faculty will have the LMS team and the instructional designers in one place.

The next monthly meeting was scheduled for Feb. 21 at 12 p.m., but later changed to Feb. 28 at 12p.m. The location is TBD.

Adjourned at 12:41 pm

Approval date: 2/28/18

Chair Deb Miller