

**Distance Learning Advisory Committee
Minutes from
September 1, 2015, 2:00 pm.**

The meeting was called to order by Dr. Craig Robertson. Those present were:

Mr. Bishop Alexander
Dr. Alejandra Alvarado-Brizuela
Dr. Greg Gaston (proxy for Dr. Larry Bates)
Ms. Jill Englett
Ms. Diane Kutz
Dr. Marilyn Lee
Dr. Natasha Lindsey
Mr. Derek Malone
Mr. Lewis Yuille (proxy for Ms. Prema Monteiro)
Dr. Craig Robertson
Dr. Jill Simpson
Ms. Lynn Underwood
Dr. Ryan Zayac
Dr. Linda Austin
Dr. Thomas Calhoun
Ms. Sara Huntley (proxy for Mr. Ethan Humphres)
Mr. John McGee

Minutes & Agenda

Agenda was approved for the current meeting.

Old Business

The committee discussed the charge of the DLAC and whether the name of the committee was appropriate given the charge. Since the term “distance learning” signifies instruction given at a distance, and a good percentage of our online students are local, it may be more appropriate to refer to the committee as “online” rather than “distance.” A discussion ensued regarding other possible names (i.e., e-learning). A motion was passed to send a recommendation to Shared Governance that the committee be renamed the Online Learning Advisory Committee (OLAC).

A sub-committee had previously been formed to discuss the committee’s charge. This sub-committee consisted of Mr. John McGee, Dr. Jill Simpson, Dr. Celia Reynolds, and Dr. Marilyn Lee. Since Dr. Reynolds has rotated off of the DLAC committee, Ms. Diane Kutz will take her

place on the sub-committee. As a whole, the DLAC committee discussed the charge and agreed on the following:

1. The first charge is appropriate if we change program to programs (make it plural) and change distance to online. UNA does not have one distance learning program. Rather, we have multiple online learning programs throughout the institution.
2. Do we need the second charge or is each department with online learning programs collecting their own data? Maybe we should re-word this to clarify that when we see problem areas we need to gather information and offer recommendations.
3. We should change the word distance to online and eliminate the word programs.
4. Charge #4 is appropriate.
5. Charge #5 is appropriate.

The subcommittee will review the committee's charge further and prepare a written document for the next meeting. We will wait until the charge has been vetted through the committee and then send all recommendations regarding our charge and committee name to Shared Governance at the same time.

Some previous business that we intend to look at further in future meetings include the future of the DLAC Annual Conference, captioning, emergency preparedness, required faculty training in online course delivery, and remote proctoring.

New Business

Dr. Jill Simpson volunteered to serve as Vice Chair of the Distance Learning Advisory Committee. The motion passed.

The committee discussed what days/times would be appropriate for future meetings. It was decided that a Doodle poll would be emailed to all committee members asking for a vote on the day/time that worked best for each.

Shared Governance Executive Committee requested that we examine Section 5.1 of the Faculty Handbook pertaining to the Credit Hour Policy and, if acceptable, approve it and forward to Faculty Senate. The committee discussed definitions of traditional versus hybrid

versus online learning. Definitions were examined from the Online Learning Consortium and from the Southern Association of Colleges and Schools (SACS). It was decided that Dr. Natasha Lindsey would provide the Online Learning Consortium definitions to Dr. Craig Roberson, and Dr. Roberson would consult with Dr. Celia Reynolds for SACS requirements. An on-line discussion, followed by a committee vote, was then to take place in order to arrive at the committee's final recommendations.

Meeting adjourned at 3:10 pm.