

**Online Learning Advisory Committee
Minutes from
March 23, 2016, 3:00 pm.**

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

Dr. Alejandra Alvarado-Brizuela
Dr. Larry Bates
Mr. Dhrumil Patel (recognized proxy for Ms. Jill Englett)
Ms. Diane Kutz
Dr. Natasha Lindsey
Mr. Derek Malone
Ms. Prema Monteiro
Dr. Craig Robertson
Dr. Jill Simpson
Dr. Christopher Stopera
Ms. Lynn Underwood
Dr. Ryan Zayac
Dr. Mary Bowers
Dr. Linda Austin
Dr. Vince Brewton
Mr. John McGee

Minutes & Agenda

Agenda was approved for the current meeting. Minutes were approved from the February 24th meeting with no corrections.

Old Business

OLAC Conference – We had a total of 44 attendees at the OLAC conference. Certificates of attendance will be sent out via email. The Department of Enrollment Management donated a \$500 stipend to Dr. Johnson for her travel reimbursement and time spent at our conference. Dr. Johnson requested that the funds be paid to the Montgomery District Dietetic Association. Dr. Robertson confirmed with the UNA Foundation that the check had been distributed. Discussion among the committee indicated that the conference went well and that offering multiple sessions was a great way to accommodate varying schedules.

Captioning – Dr. John Thornell recently sent an email that stated in the February 2 employee forum faculty asked where we stood on captioning. He has requested that Dean Melvin Davis work with Dr. Mary Bowers on answering this question. Dr. Craig Robertson

and Dr. Mary Bowers were already working on a memo to send to SGEC, which is now very timely, and they provided a draft of the memo for the OLAC to review. OLAC suggestions for memo revisions include:

- The memo references MIT and Harvard settling with the Justice Department due to their lack of accessibility involving their free online courses. Could we add the relevant hyperlink(s) for anyone who is interested in reading more about those cases?
- Could the University come up with an Accessibility Policy that outlined how accommodations were expected to be made?
- Could we pilot the captioning process with a few classes, maybe a couple from each college, to help in determining the time involved in captioning. It would be good to know how long it takes to caption per minute of video (example, would it take 1 hour to caption a 15-minute video?) so that we would know how to project the cost of requiring institution-wide captioning.
- The memo references the suggestion of offering a stipend to faculty for captioning their existing and new course videos. Can we revise this to make clear that this is not a one-time expense. As courses are updated, captioning will need to be updated also. If a stipend is involved, this will be a recurring expense.
 - Could we offer a summer incentive that faculty could apply for and get paid to caption during the summer (this might be attractive for those whose summer classes didn't make).
 - Could we maybe hire a student worker or graduate assistant to provide captioning to videos from their respective departments?
- The memo should be addressed to the Shared Governance Executive Committee for review.
- Mr. John McGee will craft a paragraph (including a comparison table) to show the different software options for captioning.
- Additional committee suggestions should be sent directly to Dr. Robertson.

It was suggested that when new faculty are hired, that captioning be including in the new faculty training they receive.

New Business

There was no new business.

Meeting adjourned at 3:50 pm.