

## **Distance Learning Committee**

February 14<sup>th</sup>, 2022, 4:00 p.m.

Virtual Meeting via Microsoft Teams

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### **Call to Order, Welcome (4:01)**

Present: Bramlett, Campbell, Cole, Demuth, Garrett, Lingnau, Nelson, Roark, Shaughnessy, and Shuler

Not Present: Montgomery

### **Old Business**

- Motion to approve minutes from the November 8, 2021 meeting made by Nelson, seconded by Shaughnessy
  - Past minutes were reviewed and approved unanimously by voting members present.
- Confirmation of Online Course Standards Reviews Submissions
  - Roark shared a few committee members notified him they would be late in review submission. Roark confirmed with present members that reviews were complete. Roark and Campbell will begin processing data.
  - An aggregate report will go to the committee, Deans, and VPAA. Each program will receive a review of reports related to classes in their department.
  - Reports will be provided around mid-March.
- Update, Search for Distance Learning Coordinator
  - Roark shared that three candidates have been interviewed for this position with one having more of a relevant background to this position.
  - Currently, reference checks are being conducted.
  - Roark is hopeful the process will be completed within the next month.

### **New Business**

- Ideas for Committee Focus this Spring
  - Discussed topics to consider for the semester:
    - Mediasite
      - At large, faculty are encouraged to provide feedback on Mediasite. This spring, a goal is to identify hurdles with considered tools and plan evaluations for the Fall '22 semester. By next month, Roark will have a draft plan in place. Due to when we need to launch evaluation, this will be tabled for a future meeting.
    - Accessibility of Course Materials and Course Environments
      - Vee Lucas in the Accessibility Resources and Testing Office has reached out regarding this.
      - Since 2019, there is a more broad interpretation. All materials should be accessible at the beginning of the course before a request is made for various accommodations.

- Faculty shared concerns about issues with various accommodations and if there is documentation with the Accessibility Resources and Testing Office when request for accommodations are made.
- In Mediasite, there can be a 48-hour time window for availability of closed captioning. Currently, the Accessibility Resources and Testing Office is having a hard time with transcription of lectures.
- There was discussion of an increased number of students that have accommodations.
- Lingnau suggested a guide to assist with preparing course materials.
- Campbell suggested checking with Vee Lucas about questions on extending testing time and shared information on the upcoming Accessibility Workshop in March. Bramlett shared Vee Lucas approved building in time and a half for an entire class.
- Campbell suggested conducting a review of how we are currently doing with accessibility and using a faculty feedback survey. Currently, Vee Lucas and Campbell are working on a document that will be presented to the committee for feedback. Vee Lucas will be invited to join the committee at the next meeting.
- Confirmation of Spring Meeting Schedule
  - Due to a conflict with Spring Break, the next meeting was moved to 2:30pm on 3/21/22. Committee members should decline Roark's meeting invitation if there is a conflict.

**As May Arise**

- None

**Adjourn (4:42 )**

- Motion to adjourn made by Lingnau, seconded by Shaughnessy

Respectfully submitted by Pam Shuler