

MINUTES OF MEETING ON NOVEMBER 13, 2018

In attendance: Steve Greenlaw (chair), Marisa Martínez-Mira (secretary), Mara Scanlon, Danielle Smith, Jo Tyler.

Meeting begins at 12:34 p.m.

Approval of minutes: Minutes of our previous meeting on October 3, 2018, were approved.

Items from the agenda:

(1) ***New proposal form:*** Steve Greenlaw began our meeting with the topic of the latest, streamlined version of our new proposal form for new online courses. The committee members agreed on the new version.

(2) ***Proposal for MIST 201:*** Steve Greenlaw informed the committee that the professor for this course had already submitted the suggested changes from the committee, and therefore the course had been approved for Spring 2019.

(3) ***Kim Gower's replacement:*** Steve Greenlaw told the committee that two names had been suggested to replace Kim Gower as the committee's representative of the College of Business. After discussing the candidates' experience with teaching online courses, the committee agreed to select Alexandra Dunn as the candidate to replace Kim Gower.

(4) ***Report on accessibility standards:*** Danielle Smith discussed the latest updates from ODR. She began by telling the committee that ODR will be paying for close caption of videos after partnering with George Mason University, which means reduced rates for video transcription and captioning services. ODR will pay for this transcription service if there is a student who needs it (they will reach out once the students have been identified and discuss the necessary arrangements). ODR will also create a handbook to help with accessibility issues in courses (year-long project, although a working document will be released when ready). Steve Greenlaw suggested that they share the drafts with the DBLC committee so that we consider including it in our revisions.

Jo Tyler suggested working on the wording of the boilerplate about ODR that professors incorporate in their syllabi. Danielle Smith agreed to take a look at the current text and think of possible changes.

Last but not least, Danielle Smith mentioned that ODR had developed a part-time testing space to support ODR-registered students with testing accommodations during final exams week.

(5) ***Revisions for the Submission deadline policy for majority online and blended course proposals:*** The committee agreed on the updated, revised version of the document.

(6) ***Proposal reviews:*** The following proposals were discussed during our meeting:

MIST 201: Approved.

PHIL 160: Approved.

MBUS 559: Approved.

BIOL 401: Approved. Some concerns were raised about the synchronicity aspect of the class. The professor will be notified and given some suggestions about how to be more flexible about this issue.

The discussion to approve the rest of the proposals included in the agenda for the meeting (specifically, SOCG 334, MATH 115, ENG06B, ARTS 104, ECON 201, MGMT 346, MGMT 301, and PSYC 100) will be done over Google Docs by November 23rd, 2018 (individual members approval).

Meeting adjourned at 1:06 p.m.

Respectfully submitted,

Marisa Martinez-Mira