**Minutes of DBLC, April 9, 2019**

**In attendance**: Steve, Greenlaw (chair), Paul Boger, Alexandra Dunn, Mara Scanlon, Marisa Martínez-Mira (secretary), Jo Tyler.

Meeting begins at 9:30 a.m.

(1) **Approval of minutes**: Minutes from our previous meeting were approved.

(2) **Comments/discussion on Steve Greenlaw’s drafts on hybrid courses and credit hours in an online course** (the text of both drafts was included in the meeting agenda). The committee discussed the fact that we might want see how the new Digital Intensive general education requirement develops in order to (re)evaluate/state our purview, as well as our role in relation to the Digital Intensive committee. The committee worked on editions on the text written by Steve Greenlaw in order to come up with a more specific ‘(substantial) online component’ definition so that those courses can be clearly identified, i.e. what the essence of ‘online’ is, or whether simply ‘substituting’ face-to-face time with online instruction is enough, among others. The nature of what that ‘online component’ should be is a key issue to determine whether courses would be listed as ‘majority online’ or ‘hybrid,’ for example. Mara Scanlon suggested that we might need a new, specific code from the Registrar’s Office to clarify that, stating that we might want to ask someone from that office to be part of this committee so that we can sort out this type of issues. .

Jo Tyler also brought up the topic of maybe establishing a grace period applications from professors that are already teaching a significant portion of their courses online for an existing course. She also asked whether we are still going to require the chair’s signature for the proposals, and suggested editing the text to clarify that. Mara Scanlon suggested eliminating that sentence completely.

With regards to the credit hours in an online course issue (i.e. how we judge what is appropriate for a 3-credit vs. 4-credit online course), the committee agreed on the Steve Greenlaw’s draft included in the agenda, as well as on our discussion on this topic in our previous meeting.

**3. Online Course Proposals.** We approved the proposals for three new instructors to teach six previously approved nursing courses. We also had one outstanding proposal to review (MATH 120). The course had been previously approved, and the only new element in this particular proposal was the ‘preparation’ section. The proposal was approved to be taught in Spring 2020.

**4. Revisions/Clarifications of the committee webpages.** The committee agreed on the new meeting dates suggested in the agenda. These are:

 October 4th, 2019 to submit proposals for Spring 2020.

 November 1, 2019 to submit proposals for Summer 2020.

 January 17, 2020 to submit proposals for Fall 2020.

The committee also worked on ideas/editions/suggestions to better lay out the content, information, and overall appearance of our websites. Most of the discussion was related to ideas to streamline the course proposal document and differentiate between submitting a new online course proposal, and submitting a proposal for a new faculty member to teach a previously approved online course. It was suggested that we could add that information (i.e. whether it is a new course, or a new course for an instructor who has previously taught an online course) to the “instructions” section, and then specify which sections the instructor(s) needed to complete (for example, with check boxes), depending on whether it is a new course, or whether it has been previously approved. The committee worked on the wording of such statements while Steve Greenlaw wrote down the next text to be included in the proposal form.

With regards to the links for the majority online courses in our website, the committee agreed to check whether they are updated or not. Further discussion followed regarding where to include information about the application, resources or suggestions as well as information about when our meetings will take place. The new suggestions are similar to the distribution of materials that we currently have on both pages. It was also suggested to move the link for the majority online program proposal up and annotate what that is in order to avoid confusion with the online application for a course. Last but not least, it was suggested to add to the page that the online authorization form must go to the Registrar’s before the course is approved.

**5. Election of a committee chair for next year**: Jo Tyler and Steve Greenlaw are going off the committee, so the committee members elected a new chair for the 2019-2020 academic year. Mara Scanlon nominated Marisa Martínez-Mira, who accepted the nomination and will be the new chair. Alexandra Dunn will be the new secretary.

Meeting was adjourned at 10:25 p.m.

Respectfully submitted,

Marisa Martínez-Mira