

**University of Mary Washington**  
**Distance and Blended Learning Committee**  
Academic Year Fall 2019 – Spring 2020

May 4, 2020 Online Meeting

The voting members of the committee (Mara Scanlon, Alex Dunn, Christy Irish, and Adria Goldman) met online May 4, 2020 to discuss updates to the Distance & Blended Learning Committee. Non-voting members included Anand Rao (UFC member) and incoming member of the DBL committee starting Fall 2020 (Mukesh Srivastava).

**COVID-19: Plan for Fall 2020 Courses**

1. The DBL was tasked with developing an expedited approval process for Fall 2020 that will allow for all courses to be taught online. This is being developed as a precaution and as a contingency plan if we must teach Fall 2020 courses online.
2. The approval process will be used in other instances outside of all online teaching during Fall 2020. For example, some faculty may have health concerns that prevent them from coming back to campus in Fall 2020. Another example might include moving some classes online so that social distancing guidelines can be met on campus.
3. An approval process needs to be created so that we can meet accreditation expectations.

**Meeting Discussion:**

1. The group reviewed the draft proposal put together by Anand Rao.
2. The group made suggestions and brought up future considerations for the proposal.
3. Anand Rao took this information to revise the fall approval document.
4. After talking with UFC, DLS, and CfT, the group made final recommendations about the fall course approval process.
  - a. Final recommendations included:
    - i. Faculty are encouraged to complete relevant faculty development for online teaching before the start of the Fall 2020 semester (with faculty approved to teach a course majority/fully online prior to Spring 2020 exempt),
    - ii. Faculty are encouraged to make use of Canvas LMS to house their syllabus, contact information, gradebook, and links to any other sites/platforms that are used for the course with explanation of use and expectations,
    - iii. Faculty should ensure that course materials will comply with accessibility requirements, and
    - iv. Faculty should ensure that students will be engaged through a variety of synchronous and/or asynchronous means.

**Approval of courses:**

The committee voted regarding the following courses to be taught in Summer 2020.

1. IDIS 300 (Keith Mellinger & Anand Rao): Covid in Context
  - a. Approved.
2. GBUS 570 (Lance Gentry): Business Strategy & Applied Supply Chain Management
  - a. Approved

The committee chair will contact the professors to let them know about the status of their proposal and the comments made by voting and non-voting committee members.

The committee chair will also send Evie Sherlock a list of approved courses for Summer 2020.

Respectfully submitted,

Alex Dunn