**Distance and Blended Learning Committee**

**October 2, 2020**

**12:00 p.m. via Zoom**

**Committee Members in Attendance:** Paul Boger (ex-officio member; Stafford Campus Library), Adria Goldman (CAS, DBLC secretary), Christy Irish (CoE, DBLC chair), Leo Lee (CAS), Will Mackintosh (CAS), Mukesh Srivastava (CoB)

1. Meeting called to order at 12:00 PM
2. Christy walked the committee through the current process for receiving and approving applications: A faculty member submits the application materials to Christy, who will pass the materials along to the committee. The committee reviews and discusses the application, voting to approve, approve with revision, or reject. Christy contacts the faculty member with the committee’s decision.
3. New Business
   1. Canvas course creation and organization: The committee is using Canvas to host committee materials (ex: meeting agendas, proposals).
   2. Calendar dates: The committee selected new due dates for proposals
      1. 10/5/20: Proposals for Spring 2021
      2. 11/2/20: Proposals for Summer 2021
      3. 1/25/21: Proposals for Fall 2021
   3. New proposal process with focus on teaching center training: Christy discussed plans for a new proposal process. Proposals will be submitted through an automated work system: Faculty upload their application materials. The system sends the materials to the faculty’s chair for approval before sending to the DBLC. Following a recommendation from UFC, the committee also discussed revising the current proposal template to include mention of the ReFocus training as an example of instructor preparation. Christy plans to follow up with UFC for more information on their recommendation.
   4. Updating UFC page: Adria will update DBLC’s page to reflect the new proposal deadlines. Once the new review system is put into place, that information will also be added to the page.
   5. Proposal to Review: The committee reviewed a course proposal for RELG206. After review, the committee voted to approve the proposal.
4. The next committee meeting is scheduled for Friday, November 13th at Noon via Zoom (unless there is no new business)
5. Adjournment at 1:00 PM

Minutes respectfully submitted by committee secretary, Adria Goldman (CAS)