**Distance and Blended Learning Committee**

**November 13, 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. Old Business
   1. Christy reviewed the new approval process for online courses (through CIM (<https://provost.umw.edu/umw-curriculum-approval-process/>). The committee decided to add information to the DBLC’s webpage noting the new approval process (CIM – department chair – DBLC) and a recommendation to allow 1-2 weeks for the proposal to go through prior approval and reach the committee.
      1. The committee discussed the need to revisit due dates. The deadline for full summer course proposals was November 2nd. This date applies to those seeking full approval for an online course (beyond a specific semester). However, the committee needs a new date and process for those seeking temporary approval (specifically for summer 2021) due to covid. The deadline for fall 2021 (January 25th) will remain the same unless there is a conflict with UFC deadlines.
   2. No further recommendations have been given for what UFC may be looking for when updating the approval process.
3. New Business
   1. There were no summer proposals submitted by the 11/2 deadline.
   2. UFC has requested the DBLC consider how summer 2021 will be approved (for those seeking semester specific approval). Covid restrictions will likely be in place. In addition, steam pipes on Campus Walk are being replaced in the summer. Because there is no water, many buildings will not be able to have occupants, thus online classes will be required.
      1. The committee’s recommendation is to use the same online form Anand Rao created for J-term and Spring 2021 (<https://docs.google.com/forms/d/e/1FAIpQLSd7bWyxyqVTQXQRAlu1lKUottN3EfxRd11QLt5An_Gi2XrmKw/viewform>). Christy plans to reach out to Anand to request using the same form for summer 2021 and to inquire about relevant UFC due dates that may impact the due date for proposals.
   3. The committee discussed receiving proposals for spring 2021 online courses. Although the deadline has passed, the committee discussed the need to review those proposals, considering covid restrictions.
4. Next Meeting
   1. The committee will use a Doodle Poll to decide on the next meeting date and time to discuss summer proposals (dependent on the proposal deadline).
5. Adjournment at 12:15 p.m.

Respectfully submitted by Adria Goldman