**Distance and Blended Learning Committee**

**January 26, 2021**

**12:35 p.m. via Zoom**

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

1. Meeting called to order at 12:35 p.m.
2. October minutes approved via email.
3. Old Business
	1. The committee revisited the proposed deadline for emergency online approval for summer 2021.
		1. The committee reviewed the proposed plan—to adopt the same Google form Anand Rao created for Spring 2021 and J-term. The deadline for the form would be February 15th. The process and form will be on UFC’s February 3rd agenda.
	2. The committee also extended the deadline for fall 2021 (permanent) course approval from Monday, January 25th to Friday, January 29th.
4. New Business:
	1. The committee discussed the possible need for an emergency approval process for fall 2021. The committee will revisit this matter based on how plans unfold for fall 2021. If emergency designation is needed the committee plans to reuse the Google form referenced above (with revision, if needed)
	2. The committee received two proposals for fall 2021—GBUS 523 (Majid) and EESC 120 (Szulczewski). Both were approved.
	3. The committee reviewed the new CIM process for approving proposals.
	4. The committee discussed the list of approved online courses/instructors on the UFC’s webpage and made plans to update the list.
5. Meeting adjourned at 1:00 p.m.

Respectfully submitted by Adria Goldman