Distance and Blended Learning Committee
August 23, 2021
2:00 p.m. via Zoom

Committee Members in Attendance: Adria Goldman, Will Mackintosh, Suzy Kim, Jerry Slezak (ex officio), Mukesh Srivastava, Christy Irish, Paul Boger (ex officio)
Visitors in Attendance: None

I. Call to Order
II. Old Business
   a. The committee reviewed action items voted on via email in August
      i. The following courses received FULL APPROVAL (Full application submitted) via email
         1. GBUS 551 – Burrow – Approved
         2. GBUS 526 – Garcia – Approved
         3. GBUS 529 – Marsh – Approved
         4. GISC 450 – Gregory (Submitted by Gallagher) – Approved
         5. ENGL 251BB – Lorentzen
         6. ENGL 335B – Lorentzen
         7. ENGL391D – Lorentzen
      ii. The following courses received TEMPORARY APPROVAL (Abbreviated application submitted**) via email
         1. EDSE 250 - Powell – Approved (Adjunct)
         2. EDSE 250 – All Adjuncts – Approved
         3. RELG/PHIL 284 – Trautz – Approved (Adjunct)
         4. JOUR 200 – Miller – Approved (Adjunct)
         5. COMM 205 – Hartman (Submitted by Rao) – Approved (Adjunct)
         6. DGST 101 – Haarstad (Submitted by Rao) – Approved (Visiting Professor)
   b. The committee reconfirmed the following proposal deadlines for 2021-2022
      i. Spring 2022 courses: September 8, 2021
      ii. Summer 2022 courses: November 5, 2021
      iii. Fall 2022 courses: January 28, 2022
   c. The committee reviewed its committee operating practices, including the proposal process, CIM, and Canvas
   d. The committee voted to approve an evaluation rubric for courses being evaluated during the 2021-2022 academic year.
III. New Business
   a. The committee established the following meeting schedule for the fall semester:
      i. September 13, 2021 at 2 PM (minutes due to UFC by 9/15)
      ii. October 11, 2021 at 2 PM (minutes due to UFC by 10/13)
      iii. November 15, 2021 (minutes due to UFC by 11/24)
   b. New proposals are available for review on Canvas. Committee members were asked to review them by the September 13 meeting.

c. The committee voted unanimously to adopt the following Policy for Emergency Majority Online Course Designation, effective Fall 2021:

The Distance & Blended Learning Committee will consider a chair's requests for emergency majority-online course designations in the event that such designation is necessary for a department or program in an upcoming semester. The request should include the chair's rationale for why the course needs to be offered majority-online, how the course is appropriate for an online format, and how the instructor has prepared for online teaching. Requests are only considered in situations where staffing assignments are made after the committee's deadline for proposals for that semester.

Requests for emergency majority online course designation involve an abbreviated proposal process. All proposals must be submitted through CIM. Emergency designations are made for a specific semester only and any further designation must be made through the normal proposal process. A course may only be taught by a specific instructor one time under an emergency approval. If the same instructor is teaching the same course online in future semesters, the instructor and course must go through a full approval process. Emergency proposals are reviewed by the committee chair. The committee will process emergency applications as quickly as possible. (See the proposal instructions for requesting emergency majority online course designation.)

Process for Requesting Emergency Majority Online Course Designation: Full proposals are not reviewed past the semester deadlines. Emergency majority online course designation involves an abbreviated proposal process. Emergency applications are processed by the committee as quickly as possible.

The chair should submit the request via CIM. Answer #1 on the proposal discussing the "instructor's preparation" for teaching online. For all remaining questions on the proposal, enter "for emergency designation" as the response. Attach (1) the completed course authorization form and (2) the statement of rationale discussing why the department/program needs the course to be offered majority online and how the course is appropriate for an online format.

d. Chair Goldman asked the committee to check the committee <u>website</u> to see if any updates need to be made.

IV. Approval of Minutes

a. These minutes were approved by the committee via email during the afternoon of August 23, 2021.

Adjourned at 2:35 PM

Respectfully submitted,
Will Mackintosh, secretary