

## Distance and Blended Learning Committee

April 25, 2022

2:00 p.m. via Zoom

<https://umw-sso.zoom.us/j/89323488590>

**Committee Members in Attendance:** Adria Goldman, Will Mackintosh, Suzie Kim, Christy Irish, Mukesh Srivastava, Janie Lee, Melody Denhere, Jerry Slezak (ex officio), Victoria Russell (ex officio)

**Visitors in Attendance:** None

- I. Call to Order
- II. Elections
  - a. The committee held elections for the 2022-2023 academic year
    - i. Will Mackintosh was elected chair
    - ii. Suzie Kim was elected secretary
- III. Old Business
  - a. Review of [February](#), [March](#), and [April](#) action items (chair proposal reviews).
  - b. Revisions to Online Course Proposal Form
    - i. The committee discussed proposed revisions to the application for online course approval (see Attachment A for new majority online courser approval process and application form)
    - ii. Christy Irish made a motion, and Mukesh Srivastava seconded it, to approve the new application form. The committee approved it unanimously.
  - c. Update on role of committee in development of fully online programs
    - i. Adria Goldman shared her conversation with the provost about the committee's role in the development of fully online programs
    - ii. We will continue with our policy as stated at the January 31, 2022 meeting.
    - iii. The committee may consider a more formal policy regarding its role in the approval of fully online programs next year.
  - d. EESC proposal (Szulczewski)
    - i. The committee voted to give EESC 325 (Szulczewski) full approval
- IV. New Business
  - a. Emergency approvals for summer 2022 only (chair review)
    - i. FREN 105 - DiLauro
    - ii. SPAN 101-M - Mira
    - iii. SPAN 102 - Mira
    - iv. SPAN 105 - Orozco
  - b. Policy for cross-listed courses
    - i. Mukesh Srivastava made a motion, and Christy Irish seconded it, to adopt the following policy: "The DBL considers all cross-listed versions of a

course to be approved as long as the original version of the course received DBL approval.” The committee voted to adopt the policy.

- c. Proposals in CIM
    - i. Adria Goldman showed the course approvals already in CIM for next fall.
  - d. DBLC memo for SACSCOC report
    - i. Adria Goldman was asked to write a memo explaining our process of approving online courses for the SACSCOC report. She will circulate a draft of the memo in the next couple of weeks.
  - e. Next Meeting
    - i. The next meeting will be Tuesday, August 16<sup>th</sup>, at 2 PM, on Zoom
- V. Approval of Minutes
- a. These minutes were approved by email during the afternoon of April 25<sup>th</sup>, 2022.

Adjourned at 2:35 PM

Respectfully submitted,  
Will Mackintosh, secretary

## **Attachment A: Majority Online Course Approval Process**

To obtain approval to teach a majority online course at UMW (that is, a course which is 50% or more online) submit a majority online course proposal to the Distance & Blended Learning Committee via the CIM system. In addition to the proposal, applicants must also include a copy of the course syllabus and the signed Online Course Authorization Form. The proposal requires approval in CIM from the applicant's chair or dean before the committee's review. The committee reviews that approval as support that the applicant is prepared to teach online, whether through past online teaching experiences, training in online teaching, or other methods.

Part 1: Proposal Form Completed in CIM, which includes the following questions:

**1. Briefly describe the online environment that you imagine for the course.**

Questions to consider: How will you create this environment? Where will your course live? How do you plan to use tools such as Domain of One's Own, Canvas, Open Educational Resources, etc.? What other digital learning tools will you use? How will students be introduced to the online environment? How can students address technical issues that may arise within the online environment?

**2. Briefly discuss your plan for engaging students and building community in the course.**

Questions to consider: How will you welcome students into your course? How will you engage students through the course? How will you build community in an online environment? What tools and activities will you use to encourage community? How will you support students struggling with the complications of learning at a distance?

**3. Briefly discuss your plans for making the course accessible.**

Questions to consider: How do you plan to incorporate accessibility into your course (e.g., supporting students with visual impairments, hearing impairments, learning disabilities, neurodiversity, etc.)? How will you confirm your course is accessible? What specific tools will you use to help with building an accessible course?

**4. Briefly discuss your plans for assessment in the course.**

Questions to consider: What kinds of assessments will be included in your course (Self-assessment, peer-assessment, rubrics, contract grading, collaborative work)? How will you adapt your assessment approach to an online environment?

Part 2 for Single Instructor Approval: Attach Course Syllabus

Attach a syllabus for the majority online course you are proposing including a description, learning outcomes, major assignments, basic structure, course calendar and any other components that will be unique to the online version of your course.

Part 2 for All Instructor Approval: Attach Sample Course Syllabus

A department chair or dean can submit for “all instructor” approval for a course by completing the proposal process above and including “all instructor” on the proposal form (for “Faculty Name”). Attach a sample syllabus for the majority online course being proposed, including a description, learning outcomes, major assignments, basic structure, course calendar and any other components that will be unique to the online version of your course. **Bold items that will remain fixed across all offerings of the course.**

**To assist with an efficient review process, remember to attach the online course authorization form.**