

Distance and Blended Learning Committee
Meeting Minutes

November 26, 2024, 2 pm
Zoom meeting

In Attendance

Ping Yin (chair), Janie Lee (secretary), Maysoon Al-Sayed Ahmad, Emily Crosby, J.D. Swerzenski, Elizabeth Johnson-Young (ex officio), Jerry Slezak (ex officio)

1. The meeting was called to order at 2:02 pm.
2. The committee welcomed Elizabeth Johnson-Young as a new ex officio member, replacing Victoria Russell.
3. Updates on Chair Activity
 - a. Emergency approval for Fall 2024 only (chair review by Ping Yin; already included in the committee's action items for UFC October meeting)
 - i. ENGL 304A (Laura Bylenok)
 - ii. ENGL 314 (Laura Bylenok)
 - b. Emergency approval for Spring 2025 only (chair review by Ping Yin)
 - i. ARTH 114A (Laura Mentore on behalf of Tiffany Hunt)
 - ii. ARTH 341A (Laura Mentore on behalf of Tiffany Hunt)
 - iii. BLAW 201 (Adjunct faculty)
 - iv. FINC 301 (Adjunct faculty)
 - v. FINC 471 (Rachel Graefe-Anderson)
 - vi. GBUS 551 (Michael Naor)
 - vii. GBUS 570 (Rachel Graefe-Anderson)
 - viii. GISC 450 (All instructors)
 - ix. HSCI 120 (All instructors)
 - x. LRSP 460 (Cindy Bullock)
 - xi. MIST 201 (Mark Jacobson)
 - xii. MKTG 301 (Adjunct faculty)
 - xiii. NURS 490 (All instructors)
 - c. The DBLC's response to the action items assigned by the handbook workgroup was emailed to Teresa Coffman from the UFOC on October 29, 2024.
4. Consideration of Applications for Summer 2025 and Fall 2025
 - a. Summer 2025
 - i. BLAW 201 (All instructors)

- ii. EDEL 541 (All instructors)
 - iii. FINC 301 (All instructors)
 - iv. MIST 201 (All instructors)
 - v. MKTG 301 (All instructors)
 - vi. PSYC 242 (Dave Kolar)
 - vii. TESL 515 (All instructors)
- b. Fall 2025
- i. GBUS 551 (All instructors)
 - ii. NURS 490 (All instructors)

The committee reviewed the proposals prior to the meeting, using a shared Excel spreadsheet. Each proposal was reviewed by two committee members. Reviewers agreed with each other on all proposals. All received full approval.

5. Other Committee Business

- a. Ping noticed that many one-time emergency applications were submitted with more materials than necessary. The committee will consider adding more detailed text instructions to the application form in CIM so that chairs, program directors, or deans can go through a simplified process. We're told that changing the form on CIM is an added cost, so we will brainstorm about a way (e.g., adding a link from CIM to our page on the UFC site).
- b. Currently, the ODR director is not part of the committee, but we believe that we would benefit from having him as an ex officio member, with particular attention to accessibility in online courses. Ping will invite the director of ODR as an ex officio member.

6. Future Meeting Dates for 2024-25

This is Ping's last meeting as chair as he is going on sabbatical in Spring 2025. He'll notify the UFOC for a one-semester replacement. We'll decide on future meeting dates once we have a new member.

The meeting adjourned at 2:34 pm.

Submitted by Janie Lee