

Distance and Blended Learning Committee
Meeting Minutes

January 31, 2025, 9 am
Zoom meeting

In Attendance

J.D. Swerzenski (chair), Janie Lee (secretary), Maysoon Al-Sayed Ahmad, Mary Jane Bowles, Emily Crosby, Paul Boger (ex officio), Elizabeth Johnson-Young (ex officio), Jerry Slezak (ex officio)

1. The meeting was called to order at 9:02 am.
2. The committee welcomed Mary Jane Bowles as a new member, replacing Ping Yin, who is on sabbatical.
3. Updates on Chair Activity
 - a. Emergency approval for Summer 2025 only (chair review by J.D. Swerzenski)
 - i. COMM 209: Argumentation (Haynal)
 - ii. IDIS 300: Introduction to Artificial Intelligence: Tools, Ethics, and Impact (Rao)
 - iii. EDUC-06TMC: Exploring AI in the K-12 Secondary Classroom (Continuing Education and Professional Studies) (Russell)
4. Consideration of Applications for Fall 2025

The committee reviewed the following applications:

- a. CPSC 335: C++ Programming (Pollack)
- b. DGST 301: AI in Society: Understanding and Applying Generative Technologies (all instructors)
- c. SOCG 105: The Social World (Citerioni)

All applications were approved, with some receiving suggestions from the committee.

5. Other Committee Business
 - a. ODR invitation updates
 - i. Inviting an ex officio member from the Office of Disability Resources requires UFC approval. The committee is awaiting the next UFC

meeting for this change to be approved. Once approved, an ODR staff member will be invited to join the committee.

- b. Website updates
 - i. J.D. made a few updates to the UFC website page. Committee members are encouraged to inform J.D. of any additional updates needed.
- c. One-time emergency applications vs. regular applications
 - i. The committee discussed enhancing the clarity of the application form in CIM by adding detailed instructions to differentiate between one-time emergency applications and regular applications.
 - ii. Work on this improvement will continue.
- d. Focus on syllabus as document to assess online efficacy
 - i. Submitted syllabi often do not provide a clear indication of how a course will be conducted, particularly for online formats.
 - ii. The committee noted that many submitted syllabi are either adapted from non-online courses or are asynchronous syllabi with limited detail.
 - iii. A shared document with a checklist or template will be developed to guide course proposers on what to consider and include in their submissions.

6. Future Meeting Dates

- a. The committee will decide on the date of its final meeting for the semester in early April.

The meeting adjourned at 9:27 am.

Submitted by Janie Lee