

**Distance and Blended Learning Committee**  
Meeting Minutes

April 16, 2025, 9 am  
Zoom meeting

**In Attendance**

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

1. The meeting was called to order at 9:01 am.
2. Update on Committee Membership
  - a. Emily Crosby and Mary Jane Bowles, who served as temporary members this year, will depart the committee. Janie Lee will have completed her three-year term.
  - b. Ping Yin, currently on sabbatical this semester, will return for his final year.
  - c. According to the UFOC chair's email on April 9, our new members are Brenta Blevins and Eric Lorentzen.
3. Chair's Updates
  - a. The following courses were reviewed and approved by chair for one time only.
    - i. ACCT301
    - ii. ACCT430
    - iii. BLST102
    - iv. DSCI352
    - v. GBUS527
    - vi. MKTG351
    - vii. MKTG450
    - viii. RELG231
    - ix. SPAN101
    - x. SPAN202
    - xi. J.D. noted that many applications were submitted well after the deadline—a long-standing issue. To avoid last-minute emergency approvals, the committee could send reminders to department and program chairs at the beginning of each semester.

#### 4. Other Committee Business

- a. Proposal deadlines for 2025-26 will be set in coordination with other committees at the start of the academic year.
- b. Tasks for next year may include:
  - i. revamping the application page on the UFC website
  - ii. following up on inviting the ODR director to serve as an ex officio member
  - iii. creating a checklist or template to streamline the application and review process

#### 5. Election of Officers

- a. J.D. volunteered to serve as chair for Fall 2025. He will ask Ping Yin (Fall 2024 chair) if he'd be willing to serve in Spring 2026. This way, each person will have served two complete semesters as chair by the end of 2025-26.
- b. Maysoon Al-Sayed Ahmad will serve as secretary.

The meeting adjourned at 9:20 am.

Submitted by Janie Lee