

DBLC Meeting

October 1st at 4:00 pm

Attendees:

- J.D. Swerzenski, Assistant Professor, CDS, CAS, *chair for Fall 2025*
- Ping Yin, Assistant Professor, CDS, CAS, *chair for Spring 2026*
- Maysoun Al-sayed Ahmad, Senior Lecturer, MLL, CAS. *Secretary*
- Brenta Blevins, ENLI/CDS,
- Eric Lorentzen, Professor, ENLI, CAS

Meeting Minutes:

Discussion 1

- Ping noted that the chair of the DBLC meeting should contact the Faculty Senate or UFC to confirm whether the committee charter language needs updating.
- Committee chair. asked whether Alex (or another OCR representative) should attend meetings regularly or if the committee should send them minutes afterward.
- Ping clarified that Alex is expected to serve as an **ex officio** member. Ex officio members are not required to attend every meeting but provide advice as needed.
- Since the faculty handbook lists all ex officio members, the language may need to be updated if this role is formalized.
- The committee needs to confirm the process for making these updates.

Action Items:

- The chair will follow up with the Faculty Senate/UFC about potential charter language updates.
- Confirm whether the faculty handbook requires revision to reflect ex officio membership.
- Clarify whether OCR participation will be through attendance or receipt of minutes.

Discussion 2:

- A faculty member requested advice on exam proctoring for online courses and online course design.
- Committee chair. noted that this may fall outside the scope of the committee's responsibilities.
- He suggested that while such information could be posted as resources on the committee's webpage, faculty seeking this support should primarily contact the DKC.
- The committee reaffirmed that the DBLC functions as a **review board**—its role is to determine whether courses are ready for online delivery, not to provide educational resources or instructional design guidance.

Committee member :

- Suggested that the committee should take responsibility for providing a **structured framework** for online course and syllabus design.

- Proposed developing a **checklist** that could guide faculty through the submission process while also supporting effective course design.

Chair:

- Added that creating such a framework or checklist could serve multiple purposes.
- Noted, it would be a valuable resource for faculty as they design courses, helping them distinguish between the requirements of an online course syllabus versus a traditional one.
- Emphasized that it would also benefit the committee's review process, and supported the idea of having a template available as a resource.
- A committee member expressed concern that courses take different forms (e.g., asynchronous vs. synchronous), and offering a single model could be overly prescriptive and difficult to capture all delivery formats.
- The committee chair pointed out that requiring faculty to submit a PDF of the schedule is problematic, since courses already exist in Canvas and the syllabus is posted there, but that is not how students engage with the course. He emphasized the importance of understanding how faculty have structured their online courses and suggested that a template tailored for both asynchronous and synchronous courses (covering scheduling, expectations, and structure) is valuable.
- Another committee member asked about online exam practices and what venues or options are available for conducting online exams.
- The committee agreed that this issue, along with online course design and delivery, should be examined and tested to develop an approach before the review of summer courses is due.

Action Items:

- **J.D.** and **Maysoon** will connect to discuss developing a draft framework or checklist for online course/syllabus design.
- They will also reach out to the **DKC** to explore collaboration on this resource.
- A draft will be prepared and shared with the committee at the next meeting to determine whether it is useful without being overly prescriptive.

Discussion 3 : Course approval

- The committee reviewed four emergency proposals, most of which were submitted late.
- Members went over the submitted courses and provided feedback.

Reminders / Upcoming Deadlines

- The next application deadline is **November 18**, which falls just before Thanksgiving.
- Members discussed the timeline and scheduling implications for reviewing applications.
- The chair will confirm whether the **UFC has set the relevant meeting date**, to ensure it aligns with the committee's application deadline.
- The committee will also tentatively plan for a meeting during the last week of classes (December)