

# Distance & Blended Learning Committee Meeting – January 29, 2026

January 29, 2026 at 9:30-10:30 am

## Attendees:

### Voting Members:

- Ping Yin, Associate Professor, CDS, CAS, chair for Spring 2026
- Brenta Blevins, Associate Professor, ENLI/CDS, Secretary
- J.D. Swerzenski, Assistant Professor, CDS, CAS
- Eric Lorentzen, Professor, ENLI, CAS

### Ex-Officio:

- Paul Boger, Simpson Library
- Elizabeth Johnson-Young, Center for Teaching
- Jerry Slezak, Digital Learning Support

## Meeting Minutes

### **Agenda Item 1: Updates on the change of committee members and roles**

- Spring 2026 Chair Ping Yin contacted UFOC for a semester-long appointment to replace the committee member who withdrew. The UFOC invited nominations for the one-semester committee appointment and needed to extend the nomination call until February 11; because the one-semester appointment would occur without allowing for sufficient time for possible revisions and resubmissions to meet the upcoming UFC February 9 deadline, the committee met with four voting members.
- Brenta Blevins agreed to serve as Committee Secretary.

### **Agenda Item 2: Updates on chair activity**

- Emergency approvals:
  - for Spring 2026 only (chair review by J.D. Swerzenski)

- ARTH 340 Northern Baroque Art (Hunt)
- for Summer 2026 only (chair review by Ping Yin)
  - **COMM 205:** Public Speaking (Haynal)
  - **COMM 379:** Professional Communication (Crosby)
  - **MATH120:** Quantitative Reasoning for the Sciences (Nabb)
  - **CLAS 105:** The Ancient Roman World (All instructors)
  - **CLAS 110:** Greek and Roman Mythology in Art and Literature (All instructors)
  - **DSCI 352:** Analytics I: Predictive Models (Esunge)
- Ping updated proposal deadline dates for 2025-2026 on DBLC webpage.
- Ping discussed other webpage and CIM changes that need to be made, including the need to highlight on the proposal form Digital Accessibility. While accessibility is a requirement for all courses, it may bear additional attention for DBL courses.
  - Jerry Slezak will work on a revised draft of the Digital Accessibility language, and the committee will review subsequently.
  - Once finalized, Ping will then contact Kevin Caffrey in the Registrar's office to update the text on the CIM proposal prompts.
  - Ping noted that the emergency approval submission process has different questions on the CIM.

### **Agenda Item 3: The committee reviewed 13 course proposals for Fall 2026**

- Approved:
  - COMM 205 (Haynal)
  - COMM 379 (Crosby)
  - MATH 120 (All instructors)
- Revise and Resubmit:
  - With the rollback, Ping will provide committee feedback and will talk to the chair of the GBUS new program.
  - The initial committee reviewers will re-review submissions received before the March UFC due date.
    - GBUS 506 (All instructors)
    - GBUS 517 (All instructors)
    - GBUS 549 (All instructors)
    - GBUS 561 (All instructors)
    - GBUS 562 (All instructors)
    - GBUS 563 (All instructors)
    - GBUS 564 (All instructors)

- GBUS 565 (All instructors)
- GBUS 566 (All instructors)
- GBUS 568 (All instructors)
- The committee discussed challenges for proposers and reviewers of new course proposals, particularly those requesting approval for All Instructors, for DBL status. The committee discussed one approach of new courses being proposed for one-term emergency approval basis, then, after the course has been taught, the course(s) being re-proposed for long-term DBL consideration.

#### **Agenda Item 4: Other Committee Business**

- a. The committee discussed the Emergency approval process, which arose during the exceptional period at the height of the COVID-19 pandemic.
  - a. The committee determined that Emergency approval application form should include the same questions as the long-term application form, including a proposed syllabus.
- b. The committee agreed that the DBL committee chair will carry out one-time emergency approval, although the chair can reach out to the committee for additional input.
- c. The committee discussed various updates to the DBLC web pages, including:
  - a. Should we have a sample approved syllabus?
  - b. Having a starter syllabus template. Ping Yin will share the syllabus template, which Maysoon Al-sayed drafted, for the committee to review.
  - c. Possibly linking from CIM to the above resources.
  - d. The updates to the webpages will be ongoing work.

#### **Agenda Item 5: Future Meeting Dates**

- a. We will have one meeting after the two new committee members are appointed to introduce them, provide orientation to committee procedures (such as 2 meetings in fall for upcoming term approvals, 1 meeting in spring for approvals, 1 meeting for new members), and to hold officer elections.