

Minutes approved at meeting on 11/28/17.

November 13, 2017

# Teaching, Learning, and Assessment Committee Meeting

2:00-3:00 PM

Coliseum 2114

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**Attendance Options:** Dan Williams, Amanda Thomas, Rod McRae, Kyunghee Moon, BethRene Roepnack, Jonathan Denny, Jennifer Edelman, Mary Bishop

You may attend this meeting in-person by joining us in Coliseum 2114 or virtually by joining us in Blackboard Collaborate by clicking [here](#) (the session opens at 1:45 PM on 11/13).

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## Agenda

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**Agenda item:** Old business: Approve 9-25 meeting minutes      **Presenter:** Jennifer

**Background:** Please see the minutes via this link: [September 25 Minutes](#)

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**Agenda item:** Distance Education Updates      **Presenter:** Beth René Roepnack

Background: Beth René is joining our committee in place of Janet Gubbins and will share information about the Office of Civil Rights legal complaints, the needs of our students with disabilities, the resources we have to support faculty, and of course, the Super Skills Series on Accessibility. She will also introduce the new video conference classroom and some of the options there that need to be decided.

Two or three lawsuits from office of civil rights. Submitted two CourseDen classes for review but did not do well. CourseDen has some integrated accessibility tools.

Use MS word to create your document, using the styles and automatic tools will help the documents be accessible. Kaltura is good at captioning for videos. HTML has some advantages-there is a screen reader in CourseDen.

Use the template from Distance Education for your syllabus because it is pre-formatted for accessibility.

Distance Learning has tutorials on online accessibility.

Integrations into CourseDen. E.g. McGraw Hill resources. Publishers are responsible for the integration. Pearson integration had a 2-3 week down time. This may be an area that this committee could help with.

Video conferencing system for campus. ITS and Distance Learning is tasked with a system going forward. Initial goal is to connect smoothly with satellite campuses. Multi-site teaching. Georgia Highlands will do first two years, then UWG does last two years (2 + 2). Rod will forward the email with the contact information to get at least one faculty member on the committee for representation.

Faculty need to have a voice in deciding what the best platform is. There is not currently any faculty representation on the ITS committee that is making these decisions. Dr. Crafton is very excited about this.

What about student engagement from satellite campuses? Minimum enrollment.

No CourseDen shutdown over Christmas (except for overnight updates). Better for mobile access. Student couldn't get to dropbox via phone.

Not too late to sign up for Super Skills Series: Accessibility.

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Enrollment and retention: Will be topic for LDI. Amanda is working on the spreadsheet now. Hopefully have the data ready in the next couple of weeks. Sent to chairs. Retention data is available on the website.

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**Agenda item:** Call for Agenda Items for November 28 meeting      **Presenter:** Jennifer

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**Agenda item:** New business      **Presenter:** All