Minutes Digital Learning Committee Friday 9/5/25 1-2pm

Attendance:

Present: Justin McMenomy, Patrick Bell, Brigitte Dillet, Dave Riske, Windi Altemeyer

Not present: Troy Wadsworth

Call to Order: 1:04pm

First Item: Approval of minutes (First meeting no minutes to approve)

- Motion to approve: N/A
- Second: N/A
- All approved: N/A
- Abstained: N/A

New Business:

A. Bylaw Updates – Co-Chair Model (Discussion)
    - Proposal to change from a Chair/Vice-Chair model to a two Co-Chair model, with one academic faculty and one administrative faculty serving as Co-Chairs.
    - Language for the proposal was taken from the academic committee and shared with members for review, revisions, and edits.
    - A student representative and an adjunct faculty member will also need to be available to attend meetings at designated times.
    - Concern: In a Co-Chair model, both chairs are typically non-voting members. In the current structure, the Vice-Chair assumes responsibility if the Chair is absent, and the Chair has served as the tie-breaker.
    - Advantage: The Co-Chair model ensures representation from both academic and administrative faculty, and both could attend College Council.
    - Alternative suggestion: Keep the Chair/Vice-Chair model, but require that one position be held by academic faculty and the other by administrative faculty.
    - Agreement: The committee will maintain the current Chair/Vice-Chair model for this semester but begin developing a Co-Chair model. Reviewing and deciding on this change will be a goal of the DLC this year, with a possible decision after updated bylaws are approved by College Council.
    - Question: What is the goal of DLC?
        - Oversight and review of the Digital Learning Policy
        - Oversight of the process of reviewing courses
        - Review of LMS based course data

B. Leadership Elections: Committee vote to elect DLC chair and vice chair
    - Motion: Elect Justin McMenomy as DLC chair and
        - Motion to approve: Dave R.

- Second: Windi A.
- All approved: Unanimous
- Abstained: None

- Motion: Elect Patrick Bell as DLC vice chair and
  - Motion to approve: Brigitte D.
  - Second: Dave R.
  - All approved: Unanimous
  - Abstained: None

C. Future meeting dates for Fall 2025: Friday discussed as a good day as long as before faculty senate or Thursday before afternoon classes. Thursday determined to have too many conflicts. Fridays 9-10am suggested as a good time to meet. Suggested third Friday of every month. Next meeting October 17th. Same day as faculty senate.
October 17th 2025 9-10am
November 14th 2025 9-10am
December 12th 2025 9-10am
January 16th 2026 9-10am

- Motion: Approve DLC meeting dates for fall semester
  - Motion to approve: Brigitte D.
  - Second: Dave R.
  - All approved: Unanimous
  - Abstained: None

D. Committee Goals AY 25-26 (Justin M. has template to complete)
1. Online Quality Course Review rubric and procedure: Looked at more nationally used rubrics that are not pass/fail. Newer rubrics are more suggestive of instructor/course improvement and student focused, rather than punitive. Suggested document of rubrics be placed in shared drive for review (SharePoint).
2. Reviewing/updating DCL bylaws (targeted completion for end of year)
3. Review communication channels for Digital Course Development.
4. Review Support Elements for Faculty: Recommended support for developing tools on using all aspects of CANVAS for new and current faculty both full and part time (how to navigate and use CANVAS).

Old Business:

None

Public Comment: None

Motion to Adjourn: Windi A.

Second: Dave R.

Adjourn: 2:09 pm