

## **DL Committee Meeting Minutes**

4/20/2017, 2-3pm, DLC 1

Members Present: Anne-Marie Kuhlemann, Maria Fernandez, Alison Varty, Jude Baldwin, Mike Tischler

Not Present: Ben Harris, Patrice Thatcher, Todd Scott

### **Action Items**

1. Committee approved minutes from the previous meeting (Motion from Mike; Alison 2<sup>nd</sup>).

### **Discussion**

1. DE Updates:
  - a. Maria shared Turnitin usage report and Canvas analytics report. The committee discussed how the information could be used for DE reporting purposes.
  - b. Committee agreed that COS should continue using Turnitin as our academic integrity tool.
2. Work on Spring DE goals
  - a. The committee reviewed COS Best Practices and Faculty Expectations documents, and approved the documents with suggested revisions. Maria to send revised versions via email for final approval and inclusion in the DE Handbook.
  - b. Draft Initial Online Course Approval Form was discussed but no action taken; this item will be taken up at the next regular meeting.
  - c. The committee voted to table review of the DE website until later in May to accommodate the move to the cloud and associated troubleshooting activities required of Anne-Marie and Michael.
3. Adjourn