The following DLSS MC members attended the meeting:

**Guests:** Dr. Nancy McKee, Dr. Karinda Barrett

**FLVC Staff:** John Opper, Robin Donaldson, Heather Thompson, Nashla Dawahre, Meredith Montgomery

This conference call was dedicated to updates from each of the DLSS MC Workgroups, which included their charge, deliverables, and a suggested timeline. These new workgroups will replace and/or merge groups previously formed by members during the 2016 – 2017 term.

**Joseph Riquelme** called the meeting to order and welcomed new members. The meeting minutes from November 1 were submitted for approval. Hector Valle moved to approve the minutes, and Deb Miller seconded the motion. Minutes were approved and will be posted to the DLSS web-site and to the [DLSS Google folder](#).

**Instructional Designer Professional Development** – Jennifer Veloff and Robbie Sparrow are co-chairs for this workgroup, and the workgroup has met twice as of December 12, 2017. The group’s charge and deliverables have been entered to the Google Drive and these documents were reviewed and discussed on this conference call. A member survey has been the primary focus to gather information, and survey content will be reviewed and sent to FLVC on December 14 with an IRB completed on December 15. The goal is to send out the survey to DLSS members by January 29 so that results may be shared at the February 6, 2018, DLSS Members Council meeting. The Professional Development component will be developed at the beginning of 2018 as resources are being compiled.

**Online Faculty Readiness / Quality Workgroup** - Kelvin Thompson and Deidre Price are co-chairs for this workgroup. Deidre Price discussed the charge, timelines, and documents added to the DLSS Google Folder for member review. One of the quality initiatives include the recognition of award-winning online courses and course standing. John asked Kelvin Thompson for the verbiage to be used as a quality indicator to be forwarded to FLVC as this affects the course catalog.

**Contracting and Shared Services** – Joseph Riquelme and Michelle Franz are co-chairs for this workgroup. The group’s charge and deliverables have been entered to the Google Drive, and these documents were reviewed and discussed. FLVC is in the process of evaluating third-party providers who may provide services as indicated within a recent member survey.

**Online Student Services** – Melanie Jackson and Victoria Brown are co-chairs for this workgroup. The group’s charge and deliverables are still to be finalized. Due to scheduling conflicts, this group has not yet met, but they will meet by the end of the week. The College System Scorecard will be added to the DLSS Google folder for members’ review, and this document was briefly reviewed and discussed. Melanie will send the College System report to Dr. Karinda Barrett.
Proctoring Website and Resources – Joseph Riquelme and Jeff Larson are co-chairs for this workgroup. The group’s charge and deliverables have been entered to the Google Drive and these documents were reviewed and discussed. Documents regarding proctoring have also been added to the DLSS Google folder. The workgroup is working with Dr. John Opper and Heather Thompson regarding outlined deliverables.

QM FL Consortium – Michael Nathanson and Vicki Westergard are co-chairs for this workgroup. The group’s charge and deliverables have been entered to the Google Drive and these documents were reviewed and discussed. Michael would like Quality Matters to present at the February 6, 2018, DLSS MC Meeting. The State of Ohio has a good model upon which Florida institutions can base their consortium, and he shared that the current QM Consortium license is due to be renewed in June 2018.

Agile Innovation – Joseph Clark presented the initial topics to be discussed by the workgroup, which includes LTI Usage and Canvas surveys. The group’s charge and deliverables have been entered to the Google Drive and these documents were reviewed and discussed.

Joseph Riquelme summarized upcoming agenda items for the February 6, 2018, Members Council meeting.

➢ He requested that workgroups meet again and prepare updates to provide at the February 6 meeting, which will be held at the Hilton Sandestin Golf Beach Resort & Spa in conjunction with the OER Summit.