FLORIDA VIRTUAL CAMPUS

Regular Quarterly Meeting of the
Distance Learning and Student Services Member Council (DLSS MC)

Agenda
Tuesday, May 15, 2018 (9:00 a.m. – 4:00 p.m. EDT) and Wednesday, May 16, 2018 (9:00 a.m. – Noon EDT)

University of South Florida
Phyllis P. Marshall Student Center – Room 3707
4103 Cedar Circle
Tampa, Florida 33620

Tuesday, May 15, 2018

9:00 a.m. – 9:30 a.m. ***Continental Breakfast***

9:30 a.m. – 9:45 a.m. 1. Welcome and Call to Order
   a. New Member Welcome
   b. Outgoing Member Recognition
   c. Approve Minutes from February 6, 2018 Meeting

9:45 a.m. – 10:00 a.m. 2. FLVC Future Meetings Discussion
   a. 2018 - July 11 (Wed) and July 12 (Thurs) – DLSS MC Meeting - FSU
   b. 2018 - October 23 (Tues) – DLSS MC Meeting - Location TBD
      • October 24 (Wed) and October 25 (Thurs) - OER Summit – Location TBD
   c. 2019 – February 5 (Tues) and February 6 (Wed) or
      February 19 (Tue) and February 20 (Wed) – Location TBD
   d. 2019 – May 14 (Tues) and May 15 (Wed) or
      May 21 (Tues) and May 22 (Wed) – Location TBD

10:00 a.m. – 10:15 a.m. 3. Vote for Chair Elect and Secretary (2018-2019 Term)

10:15 a.m. – 10:30 a.m. 4. Discussion of By-Law Revision

10:30 a.m. – 10:45 a.m. ***Morning Break***

10:45 a.m. – 11:45 a.m. 5. Executive Director Updates

11:45 a.m. – 12:45 p.m. ***Lunch***

12:45 p.m. – 1:00 p.m. 6. Florida Board of Governors Update

1:00 p.m. – 1:15 p.m. 7. Florida College System Update

1:15 p.m. – 2:45 p.m. 8. DLSS MC Workgroup Updates
   a. Instructional Designer Professional Development - Robbie Sparrow
   b. Online Faculty Readiness / Quality - Kelvin Thompson and Deidre Price
   c. Contracting and Shared Services – Joseph Riquelme and Michelle Franz
   d. Online Student Services – Victoria Brown and Josh Strigle

FLVC 05/03/2018
e. **Proctoring Website and Resources**
   Joseph Riquelme
f. **QM FL Consortium**
   Michael Nathanson and Vicki Westergard
g. **Agile Innovation**
   Joseph Clark

2:45 p.m. – 3:00 p.m.  ***Afternoon Break***

3:00 p.m. – 3:45 p.m.  9. **Institution Showcase - instructions to follow**
Joseph Riquelme

3:45 p.m. – 4:00 p.m.  10. **Wrap-Up and Adjournment**
Joseph Riquelme

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**Wednesday, May 16, 2018**

9:00 a.m. – 9:30 a.m.  *** Continental Breakfast ***

9:30 a.m. – 10:30 a.m.  **Plagiarism Detection Demonstration**
Joseph Riquelme

10:30 a.m. – 10:45 a.m.  **Discussion on Topics and Webinars for Upcoming Meetings**
Joseph Riquelme

10:45 a.m. – 11:45 a.m.  **Open Discussions Related to Distance Education (e.g. Education Badges)**
Joseph Riquelme

11:45 a.m. – 12:00 p.m.  **Wrap-Up and Adjournment**
Joseph Riquelme
The following DLSS MC members attended the meeting in-person: Gary Baker (Manatee-Sarasota), Sid Beitler (Palm Beach), Victoria Brown (FAU), Vance Burgess (UWF), Lisa Ciardulli (Santa Fe), Joseph Clark (FSU), Cynthia DeLuca (USF), Jason Dudley (FSWSC), Franzetta Fitz (FAMU), Michelle Franz (Seminole), Robert Fuselier (FSU), Arifa Garman (Gulf Coast), David Jaeger (Florida Gulf Coast), Rozalind Jester (FSWSC), Patrice Kapcio (UNF), Mark Lewis (Hillsborough), Kim Manning (TCC), Brian Marchman (UF), Cindy Mersereau (UWF), Elizabeth Metzger (Broward), Deb Miller (UNF), Vikki Milton (Chipola), Deidre Price (NWFSC), Joseph Riquelme (FIU), David Shulman (Broward), Josh Strigle (CCF), and Dennis Walpole (USF).

The following DLSS MC members attended the meeting virtually: Tom Dvorske (Florida Polytechnic), Jack Hall (St. John’s River), Jeff Larson (Miami Dade) Nathan Neuman (Polk), Lena Phelps (SFSC), Phil Simpson (Eastern Florida), Hector Valle (Daytona), and Bill Waters (Pensacola).

The following DLSS MC members did not attend the meeting: Patty Anderson (FGC), Bob Bade (PHSC), Henri Benlolo (CCF), Debbie Blair (SFC), Tom Cavanagh (UCF), Barbara Cline (GCSC), Susan Colaric (SPC), Mike Davis (FGC), Brian Doherty (NCF), Lynn Drees (SCFMS), Cathy Duff (FGCU), Kathy Dutremble (PSC), Geoffrey Fortunato (SSCF), Michele Hawkins (FAU), Heather Howell (FPU), Kellie Geary (HCC), Christian Gray (FKCC), Robert Greene (FSCJ), Anne Guiler (PSC), Douglas Guiler (LSSC), Kay Hogan (NFCC), Donna Jennings (MDC), Heather Jones (SJRSC), Lori Kelly (FKCC), Jana Kooi (FSCJ), Susan Ledlow (VC), Amy McCollough (UF), Michael Nathanson (LSSC), Paul O’Brien (IRSC), Jennifer Page (NFCC), Donald Painter (PSC), David Palmer (FIU), Vivian Pope (TCC), Mary Roslonowski (EFSC), Robert Saum (DSC), Robert Seniors (FAMU), John Slot (VC), Anne Southard (NWFSC), Kendall St. Hilaire (IRSC), Jane Stephens (Chipola), Scott Rhodes (FPU), Kerry Welch (UCF), and Vicki Westergard (SPC).

The following guests attended the meeting in-person: Dee Bonhe (Canvas), Aimee deNoyelles (UCF), Edward Duran (FIU), Beverly Gavin (FAMU), Lemond Hall (TCC), Cindy Hewitt (Tutor.com), Melanie Jackson (Palm Beach Atlantic University), Nancy McKee (BOG), Robert McLean (Kaltura), Pam Northrup (UWF), Brandon Parker (Canvas), John Raible (UCF), Sylvia Riviello (Broward College), Robert Sparrow (Seminole State), Brenda van der Burgt (Kaltura).

The following guest attended the meeting virtually: A. Keener (Barry)

The following FLVC staff attended the meeting: Lisa Close, Nashla Dawahre, Mike Dieckmann, Robin Donaldson, Tammy Elliott, Chase Fiorini, Geri Genovese, Laura Kreps, Meredith Montgomery, John Opper, Javier Reyna, Susan Rodgers, Heather Thompson, Tom Tu, Shawn Wilson, and Derik Wolfe.
The DLSS Members Council meeting was held in conjunction with the OER Summit, which took place on Wednesday, February 7, and Thursday, February 8, 2018, at the Hilton Sandestin Golf Beach Resort and Spa.

**Welcome and Call to Order:**

Joseph Riquelme called the meeting to order.

New members were asked to introduce themselves and outgoing members, Jennifer Veloff and Melanie Jackson, were recognized.

The meeting minutes from December 12, 2017, was submitted for approval. Michelle Franz motioned and Josh Strigle seconded the motion for the approval of minutes.

➢ **Action Item:** Approved minutes will be posted to the DLSS web-site and to the DLSS Google Folder.

The first order of business was to establish dates and locations for upcoming DLSS MC Meetings. The schedule was determined as follows:

- **May 15-16, 2018** - The last meeting for the 2017-2018 term will be held Tuesday, May 15 and Wednesday, May 16 at the University of South Florida. Cindy DeLuca will be the contact for this institution. Josh Strigle suggested the May Symposium be postponed until later in the year.
- **July 11-12, 2018** - The DLSS MC Meeting will be held on Wednesday, July 11 and Thursday, July 12 at the FLVC Offices in Tallahassee.
- **October 23-24, 2018** - Daytona State College is tentatively scheduled to host the DLSS MC Meeting on Tuesday, October 23 and Wednesday, October 24. Hector Valle will be the contact for this institution.
- **Symposium** – Josh Strigle asked for volunteers to serve on a Committee for Symposium planning. Michelle Franz volunteered as the first member to help plan an October Symposium, which will be held in conjunction with the October DLSS MC Meeting. Potential topics include ADA and Professional Development, but if relevant topics are not agreed upon, the Symposium may be cancelled for 2018.
  - Josh also will create a survey for members to establish topics and select speakers for this Symposium.
- **February 2019** - An in-meeting poll was given to determine the date and location of a February 2019, meeting. The choices are February 5-6 and February 19-20 at either FIU in Miami or the University of North Florida in Jacksonville. Members chose UNF but the specific date will be announced at a later date once Deb Miller confirms availability at her institution.
- **May 2019** - Date and location will be determined at an upcoming meeting.

➢ The schedule for the upcoming meetings will be sent to the DLSS MC ListServ(s) and FLVC staff.
Executive Director Updates: FLVC Updates on Projects and Catalog Enhancements

John Opper began the FLVC Executive Director Updates by discussing the **Reauthorization of the Higher Education Act**. There is a continuing dialogue between the competency-based education and state and local lawmakers regarding the reauthorization of the Higher Education Act, which will “tweak” the definition of “competency-based education” especially in terms of faculty interaction with distance-learning students. Deliberations are underway, yet there is not a lot of research regarding the effect of these various models. Distance Education has been removed in law as its own classification; competency-based educational forms are new. WGU was the first to incur push back regarding these definitions, and the WCET blog is following this legislation. John suggests that all members follow this legislation as its impacts could affect institutions. Another issue is the accreditation of non-university models (eg. Amazon). The PROSPER bill is currently in the House of Representatives and is available on-line for review.

Dr. Opper discussed **Catalog Statistics** for Spring, 2018, and there are currently 20,454 courses; over 50,000 – 60,000 classes are listed in traditional catalogs as the standard per semester. John presented upcoming projects and enhancements to the Catalog Program Enhancement Project as outlined in the presentation slide. One of the enhancements is multiple log-ins throughout an institution; there will be multiple points of entry into the catalog. However, this option will be based on the needs of individual institutions as some may choose to limit entry points to the catalog. User stories are currently being compiled, and the new documentation and training will roll out Summer, 2018.

FLVC owns a **Quality Matters** consortium license, and eighteen member institutions currently use QM. Institutions are limited by the current license. A change to a system license will allow reviewers from within individual institutions as well as cross-training between institutions. This is a more cost effective license for institutions. The Consortium license will be renewed in June, 2018, and if institutions are interested, they can contact FLVC as the negotiations are underway from the Consortium to the System.

An invitation to participate in the **2018 Textbook and Instructional Materials Survey** will go out this month from the Florida College System and State University System. The institution President or CAO will be receiving the invitation to participate in this survey, and John encourages members to engage Wanda Barker from SREB as a point of contact for this survey.

Another survey regarding **Online Zero-Cost and/or OER Courses and Degree Programs** is currently underway. Numerous institutions have already participated, and the survey will remain open until the end of this week. The data gathered is helpful to gain insight into what institutions are doing around the state.

John Opper provided an update regarding the **N2N Integration Platform**, which is a program that will allow FLVC to connect to individual institutions. An agent will be placed on the institutional server, and institutions will be able to control what FLVC can view. Gene Kovacs at the BOG is currently working with N2N so that FLVC can communicate with DOE. Javier Reyna’s team is currently leading this project with FLVC.

The Student Services of DLSS has hired two staff members, Derik Wolfe and Tom Tu, to fill the positions of Post-Secondary Statewide Projects Coordinator and Statewide Coordinator for Instructional Design, respectively.
Requirements are still being gathered to address requested enhancements for the **Common Pre-Requisite Manual**. Current efforts are focused on Accessibility, Responsiveness, and Search Features. The prerequisites for all universities and colleges are loaded into this manual, and this is the source for guidance counselors to view pre-requisites for specific degree programs. Information is being gathered to rebuild this tool in order to be more helpful to students and guidance counselors.

FLVC processes over 60,000 **transient admission applications**. The Steering Committee Meeting will be scheduled to discuss additional application questions, roles and access, account validation, and updating the Institutional Master Agreement.

FLVC is currently working to bring Florida Polytechnic University on-board with **FloridaShines** services by implementing two initial phases to process transient student admissions applications from the home and host institutions. Future phases include implementing additional advising services. FloridaShines currently has 510,211 registered users. This portal allows students and counselors to plan their education and career choices. This is funded by the legislature and is available to any Florida student. This is available to middle-school students.

**MyCareerShines** reaches half a million users with 510,322 registered users and 867,576 completed assessments. New enhancements in development include the incorporation of meta majors information, Florida Apprenticeship Programs, Florida’s Career and Technical Centers, Florida’s Regional Occupational and Salary Data, and Holland Code for Users. The Project Advisory Council is scheduled to meet on March 22, 2018, to discuss additional opportunities. The K-5 version of MyCareerShines is in beta-development and allows younger students to use game-based Career Exploration tools via “Galaxy” missions. K-5 teachers at January’s FETC expo expressed excitement about this upcoming tool.

**Virtual College Week** took place in Fall, 2017, and featured presentations from experts in the area of college preparation, admissions, financial aid and more. Three days with eleven sessions connected students, counselors, parents, and education administrators. In Spring, 2018, the structure will change a bit as the “College Success Series” (webinars) will be offered in lieu of specific presentations.

**Affordability** discussions are a hot topic in terms of the debilitating cost of a college education. OER, block tuition, and other topics are all a part of this conversation. FloridaShines is compiling an “Affordability” resource page within the current web-site. This will be a one-stop-shop for all resources regarding Affordability. Another option is a resource page geared towards Faculty and Staff. A mock-up of this web-site is currently underway with FLVC, which was provided in the meeting PowerPoint.

The **Orange Grove** platform code has been moved to OpenSource (Unicon), and enhancements to the site include more OER information such as Creative Commons Licenses, OER Benefits, etc. This is a gateway to get to specific information regarding national and Florida Affordability news, initiatives, and research.

**FL BOG / SARA Update:**

Dr. Nancy McKee provided the **SUS Update / SARA Update**, and she began by discussing the SUS 2025 Strategic Plan for Online Education, which was adopted by the Board of Governors in November 2015. This plan addresses quality, access, and affordability. These goals are outlined in the presentation PowerPoint. The State University System is currently working on initiatives such as STEM Labs in the university system, which addresses some of the challenges to include 91 on-line STEM labs. The report
was presented to the BOG last month, and the a three-year pilot chemistry lab was approved. The University of Florida agreed to fund a professor for this pilot, and other participating institutions participating will provide additional funding. The participating institutions will then be able to use this pilot and tweak the information to use at their own institutions.

**DLSS MC Workgroup Breakout Session:**

Joseph Riquelme introduced the work groups’ individual goals and co-chairs. The remainder of the morning session was dedicated to **breakout sessions** for the seven individual workgroups. After the lunch break, he stated there will be a brief update regarding from each work group addressing the following: What has been accomplished? What are the deliverables and goals of each group?

**DLSS MC Workgroup Updates:**

After lunch, Robbi Sparrow began the workgroup updates and presented for the **Instructional Designer Professional Development** work group. The charge of this group is to develop goals and objectives to enhance instructional design in course accessibility in Florida’s college and university system. Dr. Robin Donaldson sent a survey for Instructional Designers to identify ways they can collaborate with each other across institutions, and Robbie asks members to forward surveys to their institution’s instructional designers. Instructional Designers are invited to collaborate and join this workgroup; members are encouraged to pass along this information within their institutions.

➢ **Action Item:** An e-mail distribution list will be established so that members of this work group may collaborate with Instructional Designers across the state.

Deidre Price discussed tasks of the **Online Faculty Readiness and Quality Workgroup.** One task to review the BOG Strategies and Readiness Requirements for online teaching. What defines online readiness? The workgroup is gathering information and compiling resources. Members are encouraged to share your institutions’ strategies and models for the group to review.

Edward Duran presented information for the **Contracting and Shared Services** workgroup as collaboration is needed to purchase institutional products that can be shared across the board. Website or work portals will be created to gather information regarding the needs of specific institutions, and these portals will provide an opportunity to organize the contracting process.

**Online Student Services** information was presented by Dr. Vickie Brown. Currently, a student survey is under development from the results of a student scorecard. The student readiness survey and orientation is also under development, and this tool will help students to determine their readiness to take an online course. Another goal is to connect to a repository to enable institutions to share information. This project is outlined in the document, “Online Student Readiness Project,” which is located in the DLSS Google drive. Vicki requests members to respond to the FLVC survey regarding repository requests.

Joseph Riquelme presented for the **Proctoring Website and Resources** website. The purpose is to identify vendors who are part of the state procurement system as well as resources regarding proctoring options. Phase I development will provide an inventory of physical testing sites where students can complete assessments.
The co-chairs for the **QM FL Consortium** workgroup did not attend the meeting so an update was not provided. John Opper did discuss updates of QM within his Executive Update.

Joseph Clark discussed the **Agile Innovation** LTI Adoption and Canvas Data surveys available on the DLSS Google drive.

After the update, Joseph Riquelme reiterated the importance of finding experts within specific institutions to invite to join these work groups.

Melanie Jackson requested a motion be made to include ICUF schools in the membership. Within the last few months, she accepted a new position at Palm Beach Atlantic University and would like to maintain her membership. Dr. Opper clarified that according to the By-Law, ICUF school members do not have voting rights. A motion was made and seconded to include ICUF schools in membership.

- Action Item: The Executive Committee members will discuss this topic at the next meeting.
- Action Item: A By-Law review is also requested.

Dr. Arifa Garman announced the upcoming TOPkit Workshop to be held at UCF on March 14-15, 2018.

The meeting closed with **one-minute updates** as follows:

Brian Raible – UCF has recently reorganized, and Tom Cavanaugh is now Vice Provost of Digital Learning.

Dr. Deidre Price – New leadership in Northwest Florida State College.

Dr. Cindy DeLuca – USF is working on increasing awareness of on-line learning.

Robbie Sparrow – No new updates from Seminole State College.

Joe Clark announced that Joseph Fuselier is now Director of Online Learning at FSU. Canvas implementation will be 100% in Spring, 2018, and SARA application is in process.

Lemont Hall – new director of TCC Online.

Dr. Vicki Brown – FAU is conducting a massive training of advisors and will share results of this project.

Gary Baker – State College of Florida, Manatee-Sarasota just delivered an accessibility course to full-time faculty and adjuncts. This is a mandatory training for all faculty members.

Dr. Brian Marchman – Announced an upcoming one-day conference (April 19) discussing the incorporation of the student voice into teaching.

Deb Miller – UNF’s instructional designers is working on a faculty hub for on-line instructors. Mastery modules on topics such as OER have been developed, and there has been a positive response from instructors.

Joseph Riquelme – FIU has implemented Canvas into 50% of its courses; 100% implementation is expected by Fall, 2018. Another project in production is a way to measure analytics. InnovativeCon will be held October 10-11, 2018, at FIU and information will be forwarded to the Members Council.

**Wrap-Up and Adjournment:**

Joseph Riquelme adjourned the DLSS MC Members Council meeting.
ARTICLE VIII. DISTANCE LEARNING AND STUDENT SERVICES MEMBERS COUNCIL

Section A. Authority and Responsibility

The Members Council on Distance Learning and Student Services (DLSS) is an advisory body to the Florida Virtual Campus (FLVC) that provides advice and recommendations regarding virtual courses and programs, innovative technology and online student support services. The Chair shall regularly transmit the advice of the Members Council to the Board of Directors.

Section B. Membership

The Members Council consists of one primary representative and one alternate representative from each university in the State University System and each institution in the Florida College System. These institutional representatives shall be appointed by the President or his/her designee. In the absence of the primary representative, the alternate representative will have the institution’s vote, including voting authority on the primary representative’s committee assignment.

Associate Representative: An associate representative from each ICUF institution may also attend meetings, participate in FLVC initiatives and licensing when appropriate and contribute to Member Council work, but will remain ex-officio members. These institutional representatives shall be appointed by the President or his/her designee.

The composition of the Members Council will be reviewed periodically by the Executive Committee and the Members Council. Amendments to the composition of the Members Council will be recommended by the Executive Committee to the Members Council. Upon approval by the Members Council, amendments to the composition of the Members Council shall be forwarded by the Chair to the Florida Virtual Campus Board of Directors for final approval.

Members Council shall establish responsibilities to remain in good standing which include, but are not limited to: statutory requirements, operational guidelines and member council participation.

Section C. Officers of the Distance Learning and Student Services Members Council

(1) Officers. The officers of the Distance Learning and Student Services Members Council shall consist of the Chair, the Chair-Elect, the Past Chair and the Secretary. These officers, in addition to the Chairs of the Standing Committees, shall serve as the Executive Committee of this body.

(2) Selection of Officers and Term of Office. The Members Council will hold an annual election for its officers. The Chair and Chair Elect shall alternate between members from the State University System and the Florida College System. One representative may not serve concurrently in more than one office. The term of office shall commence on the first day of July each year. Each officer shall serve for one year, except in special circumstances approved by the operational head of the Distance Learning and Student Services unit of the FLVC.

(3) Vacancy in Office. In the event of a vacancy in the office of the Chair, the Chair Elect shall assume the position of Chair and shall serve out the remainder of the Chair’s term of office in addition
to service for the term for which they were elected. In the event of a vacancy in the office of the Chair Elect, the Members Council shall hold a special election as soon as practicable to select a successor who shall serve out the remainder of the Chair Elect’s term of office. In the event of a vacancy in the office of Past Chair, the previous Past Chair shall serve out the remainder of the Past Chair’s term of office.

(4) Chair. The Chair shall preside at all meetings of the Members Council and shall have the authority to call any special or emergency meetings of the Board. The Chair shall serve as the official spokesperson of the DLSS Members Council.

(5) Chair Elect. The Chair Elect shall perform the duties of the Chair and have the same power and authority in the absence or disability of the Chair.

(6) Secretary. The Secretary shall record, prepare and submit minutes of all member council meetings as well as collect and submit minutes of all DLSS member council standing committee meetings.

(7) Staff. The operational head of the Distance Learning and Student Services unit of the FLVC will serve as staff to the Members Council. In the absence of an operational head of Distance Learning and Student Services, the FLVC Executive Director or designee will serve as staff to the Members Council.

Section D. Meetings of the Distance Learning and Student Services Members Council

(1) Meetings. The Members Council shall meet periodically and no less than four times a year, as determined by the Chair. Such meetings shall be open and noticed to the public in accordance with the Article I, Section 24 of the Florida Constitution and the requirements of Chapter 286, Florida Statutes.

(2) Use of Technology. Meetings may be held in person, by telephone, online, or by other virtual means. If meetings are held in person, any member may choose to participate by any other available means.

(3) Agenda. The Chair, in consultation with the operational head of Distance Learning and Student Services unit of the FLVC, shall approve items to be placed on the agenda for each Members Council meeting. Any representative may request items to be placed on the agenda for discussion or action at a meeting, subject to approval by the Executive Committee. All agenda items and supporting documentation must be submitted to the staff of the Members Council with sufficient time for distribution to the representatives at least seven days in advance of the meeting where the item will be considered.

(4) Quorum and Voting. A majority of the representatives of the Members Council must be present to constitute a quorum to transact official business. The decision of the majority of members in attendance and voting on an issue shall prevail, unless otherwise provided herein. The vote upon any resolution, motion or other matter may be by voice vote, but the Chair may require a roll call vote if deemed appropriate. Voting by proxy or by mail is not permitted. Alternate representatives may serve on committees.

(5) Minutes. Minutes of the meetings of the Members Council shall be kept by the DLSS Members Council Secretary. The Corporate Secretary of the Board of Directors shall file, preserve, and make available online all minutes, agendas and agenda materials, notices, resolutions, and other documents pertaining to the business and proceedings of the Members Council. Records of the meetings, including any video or audio recordings, are public records subject to Chapter 119, Florida Statutes.
(6) Appearances before the Council. Non-members who desire to appear before the Members Council to initiate a subject within the Members Council’s jurisdiction shall submit a request specifying the matter on which they wish to be heard to the Corporate Secretary, 1753 W. Paul Dirac Drive, Tallahassee, FL 32310. The Chair, in consultation with the operational head of Distance Learning and Student Services unit of FLVC, will determine whether the item will be considered and, if so, the timing of when such item will be placed on the agenda. The Chair may place time limits on any presentation and the number of speakers permitted to present the item.

Section E. Committees

(1) Purpose. The Executive Committee shall have the authority to establish committees or task force of the Members Council. Committees and task forces of the Members Council shall consider matters that are encompassed within the subject matters assigned to each committee and make recommendations to the Members Council. Committees must report at each member council meeting.

(2) Membership and Quorum. The Members Council shall have the authority to appoint and remove members of each committee, and select committee chairs. A majority of committee members present at a committee meeting constitutes quorum for purposes of committee business.

(3) Standing Committees. The Standing Committees of the DLSS Members Council are: Executive, Course Development and Academic Digital Resources, Professional Development/Faculty Development and Support, Strategic Partnership and Licensing, and Student Support/Web Services.

(a) The Executive Committee is the coordinating body of and represents the Members Council. The Executive Committee of the FLVC DLSS Members Council shall work together with the Library Members Council, the Board of Directors and the Executive Director to facilitate a collaborative and open communication process for FLVC operations.

(i) The Executive Committee’s responsibilities include but are not limited to:
   • Fostering communication among member institutions about FLVC issues and operations;
   • Creating Committees and Task Forces as needed;
   • Recommending operating budget issues and legislative budget requests for consideration and approval by the FLVC Board of Directors;
   • Recommending an annual plan of work for consideration of the FLVC Board of Directors; and
   • Reviewing recommendations of the Members Council on changes to Council membership.

(ii) The Chair, Chair Elect, Secretary, the Past Chair and the Chairs of the Standing Committees of the Members Council will serve as members of the Executive Committee for the duration of their terms as officers of the Members Council.

(b) The Standing Committee for Course Development and Academic Digital Resources shall consider topics of relevance to the DLSS Council Members including, but not limited to: digital learning repositories, open access textbooks, quality course design, instructional design, as well as digital content and collaboration.
(c) The Standing Committee on Professional Development/Faculty Development and Support shall consider topics of relevance to the DLSS Council Members including, but not limited to: professional development, student success, quality of faculty certification, faculty development, and academic integrity.

(d) Strategic Partnership and Licensing Standing Committee shall review all potential partnership and licensing opportunities after such opportunities are recommended by a representative. After consultation with the DLSS Chair and the operational head of Distance Learning and Student Services unit of the FLVC this committee may recommend further research, discussion or investigation of said opportunities to the DLSS Members Council.

(e) The Standing Committee Student Support/Web Services will focus on researching and recommending innovative technology or processes by which to provide web and student support services online such as, but not limited to: Internet-based catalog of distance learning courses and programs, online admissions application process for transient students, advising online, help desk support for institutions and students as well as the DLSS portions of the www.FLVC.org website.

(f) Meetings of the Standing Committees shall occur periodically and no less than quarterly, as determined by the Chair. Meetings may be held in person, by telephone, online, or by other virtual means. If meetings are held in person, any member may choose to participate by any other available means. A quorum will consist of the members present. All meetings shall comply with all statutes of the State of Florida.

(g) Minutes of committee or task force meetings shall be kept by each committee Secretary and disseminated to the DLSS Members Council Secretary. The Corporate Secretary of the Board of Directors shall file, preserve, and make available online all minutes, agendas and agenda materials, notices, resolutions, and other documents pertaining to the business and proceedings of the Members Council. Records of the meetings, including any video or audio recordings, are public records subject to Chapter 119, Florida Statutes.

(h) Each Committee and Task Force shall elect a Chair and Secretary. These positions must be filled by primary representatives. Alternate representatives may serve on committees in an ex-officio (non-voting) capacity. The Chair of each committee shall report on any committee business at each FLVC DLSS Members Council meeting.

(3) Parliamentary Rules. When not in conflict with any of the Members Council’s Operating Procedures, policy, or state law, the most current version of Robert’s Rules of Order shall be utilized as a guide in conducting the meetings and business of the DLSS Members Council.

(4) Amendment and Review of Procedures. The operating procedures of the FLVC Members Council on Distance Learning and Student Services may be amended as needed after review by the Executive Committee, being recommended for adoption by the Members Council, and being approved by the Board of Directors. Recommendations to amend the operating procedures will be submitted to the Chair of the Members Council for review by the Executive Committee. Recommendations to amend the bylaws of the Members Council may be submitted by any representative in the DLSS Members Council. After review by the Executive Committee, the recommendation will be either returned to the
person recommending the amendment for more information, or will be submitted to the members of the Members Council for consideration. After the recommended amendment has been received by the members of the Members Council, it will be placed on the agenda as a discussion item for the next meeting of the Members Council. The amendment to the bylaws will be recommended by the Members Council for adoption by the Board of Directors if it is approved by the majority of the members of the Members Council.

The Executive Committee will annually review the Operating Procedures of this body.

ARTICLE IX. CONFLICT OF INTEREST

Members of the Board shall adhere to the provisions of the Code of Ethics for Public Officers in Chapter 112, Part III, Florida Statutes, and Board of Governors Regulation 1.006.

ARTICLE X. AMENDMENT OR SUSPENSION OF PROCEDURES

Section A. Amendments

The Board’s Operating Procedures may be amended or repealed by a two-thirds vote of the members present at any regular meeting, provided there is a quorum and that such proposed amendment or repeal has been publicly noticed prior to the meeting at which the proposed action is to be taken.

Section B. Suspension of Operating Procedures

Any provision of the Board’s Operating Procedures may be suspended by a two-thirds vote of the members present in considering any matter to come before the Board, provided there is a quorum.