Regular Quarterly Meeting of the
Distance Learning and Student Services Member Council (DLSS MC)
Agenda
Thursday, November 8, 2018 (1:00 p.m. – 4:15 p.m. ET) and
Friday, November 9, 2018 (8:45 – 11:45 a.m. ET)
University of Central Florida
Partnership II Building
3100 Technology Parkway (Room 208)
Orlando, Florida 32826

Thursday, November 8, 2018

12:30 – 1:00 p.m. ***Lunch***

1:00 – 1:10 p.m. 1. Welcome and Call to Order
   a. New Member Welcome
   b. Outgoing Member Recognition
   c. Approve Minutes from July 11-12, 2018, DLSS MC Meeting

1:10 – 1:15 p.m. 2. Future Meeting Planning for DLSS Members Council
   Josh Strigle
   - Winter: Tuesday, February 5 – Wednesday, February 6, 2019
     (University of North Florida)
   - Online Student Services Summit: Wednesday, February 6 –
     Thursday, February 7, 2019 (UNF post-DLSS MC Meeting)
   - OER Summit: Wednesday, February 27 – Thursday, February 28,
     2019 (Sheraton Orlando North)
   - Spring: Tuesday, May 21 – Wednesday, May 22, 2019
     (Pensacola State College)
   - Fall: TBD (Palm Beach Atlantic University – Tentative Location)

1:15 – 1:30 p.m. 3. Quality Matters Consortium and Instructional Designer Network
   Update
   Tom Tu

1:30 – 1:45 p.m. 4. New DLSS Member Council Handbook Discussion
   Dr. John Opper

1:45 – 2:00 p.m. 5. Executive Director Updates
   Dr. John Opper

2:00 – 2:15 p.m. 6. ITN Committee Discussion
   Dr. John Opper

2:15 – 2:30 p.m. 7. Professional Webinar Series Topics
   Dr. John Opper

2:30 – 2:45 p.m. ***Afternoon Break***

2:45 – 3:00 p.m. 8. QM System Membership Discussion
   Brenda Boyd

3:00 – 3:30 p.m. 9. DLSS MC Workgroup Updates
   Josh Strigle

3:30 – 4:00 p.m. 10. FLVC Updates on Projects and Catalog Enhancements
   Dr. John Opper

4:00 – 4:15 p.m. 11. Wrap-Up and Adjournment
   Josh Strigle
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<thead>
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<th>Time</th>
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<tr>
<td>8:15 – 8:45 a.m.</td>
<td>***Continental Breakfast ***</td>
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<tr>
<td>8:45 – 9:00 a.m.</td>
<td>1. FCS Update</td>
<td>Dr. Karinda Barrett</td>
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<td>9:00 – 9:15 a.m.</td>
<td>2. SUS Update / SARA Update</td>
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<td>9:15 – 10:15 a.m.</td>
<td>3. USDOE FERPA Discussion</td>
<td>Ross Lemke</td>
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<td>10:15 – 10:30 a.m.</td>
<td>***Morning Break ***</td>
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<td>4. Future Proofing Update</td>
<td>Dr. John Opper</td>
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<td>10:45 – 11:00 a.m.</td>
<td>5. Textbook and Contract Survey Reports</td>
<td>Dr. John Opper</td>
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<td>11:00 – 11:30 a.m.</td>
<td>6. Updates from WCET</td>
<td>Dr. John Opper, Dr. Vicki Brown, Josh Strigle</td>
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Regular Quarterly Meeting of the Distance Learning and Student Services Members Council (DLSS MC)

Agenda

Wednesday, July 11, 2018 (8:30 a.m. – 4:00 p.m. EDT) and Thursday, July 12, 2018 (8:30 a.m. – Noon EDT)

Florida State University
Florida State Conference Center
555 W. Pensacola Street
Tallahassee, Florida 32306-1640

Attendees:

DLSS MC Members: Gabriela Alvarez (FIU), Gary Baker (SCF, M-S), Kelvin Bentley (UWF), Tom Cavanagh (UCF), Joseph Clark (FSU), Susan Colaric (SPC), Cynthia DeLuca (USF), Wendi Dew (VC), Jason Dudley (FSWSC), Franzetta Fitz (FAMU), Michelle Franz (SSCF), Robert Fuselier (FSU), Arifa Garman (GCSC), Robert Greene (FSCJ), Jack Hall (SRSC), Lemond Hall (TCC), Rozalind Jester (FSWSC), Mark Lewis (HCC), Kim Manning (TCC), Brian Marchman (UF), Elizabeth Metzger (BC), Deb Miller (UNF), Vikki Milton (CC), Michael Nathanson (LSSC), Nathan Neuman (PSC), Deidre Price (NWFSC), Elisavet Rios (SFSC), Joseph Riquelme (FIU), Kendall St. Hilaire (IRSC), Christine Smith (PHSC), Josh Strigle (CCF), and Dennis Walpole (USF). Virtual: Sidney Beitler (PBSC), Tom Dvorske (FPU), David Jaeger (FGCU), Donna Jennings (MDC), Patrice Kapcio (UNF), Phil Simpson (EFSC), Hector Valle (DSC), and Bill Waters (PSC).

Guests: Todd Adrian (IRSC), Kelley Bailey (FAMU), Karinda Barrett (DOE), Dee Bohne (Honorlock), Sharon Della (Kaltura), Beverly Gavin (FAMU), Douglas Grooms (Canvas), Cindy Hewitt (Tutor.com), Melanie Jackson (PBAU), Nancy McKee (BOG), Brandon McIntire (FGC), Pam Northrup (UWF), Jon Rogers (BOG), Andres Taborda (Honorlock), and Brenda Van Der Burgt (Kaltura). Virtual: Sharon Cronk-Raby (EFSC), Holly Vaughn (PSC), and Claire Wladis (City University of New York).

FLVC Staff: Robin Colson, Nashla Dawahre, Mike Dieckmann, Robin Donaldson, Chase Fiorini, Geri Genovese, Meredith Montgomery, Nicole Nichols, John Opper, Javier Reyna, Ashley Thimmes, Heather Thompson, Tom Tu, Shawn Wilson, and Derik Wolfe. Virtual: Stevan Polansky

Day 1, Wednesday, July 11, 2018

1. Welcome and Call to Order (Josh Strigle (CCF))
   The DLSS Members Council meeting was held Wednesday, July 11, 2018 and Thursday, July 12, 2018, at Florida State University. The meeting was called to order by Josh Strigle (CCF). New members were introduced and welcomed. Josh Strigle (CCF) introduced the members that will serve on the DLSS Members Council Executive Committee for the 2018-2019 term. Dr. Vicki Brown is the new Chair Elect, and Joseph Riquelme is the Past Chair. The minutes from the May 15-16, 2018, meeting were approved by Elisavet Rios (SFSC) and seconded by Christine Smith (PHSC).

2. Future Meetings Update (Josh Strigle (CCF))
   - October 23, 2018 (Tuesday): DLSS Members Council Meeting – Orlando, hotel TBD
   - October 24-25, 2018 (Wednesday-Thursday): OER Summit – Orlando, hotel TBD.
   - February 5-6, 2019 (Tuesday-Wednesday): DLSS Members Council Meeting – University of North Florida
**May 21-22, 2019** (Tuesday-Wednesday): DLSS Members Council Meeting – Pensacola State College

**2018 OER Summit:** Josh Strigle (CCF) gave an overview of the upcoming FLVC OER Summit. The next DLSS Members Council meeting will be on **October 23, 2018**, the day before the OER Summit. The Summit will be on **October 24-25** at the Wyndham Orlando hotel. The contract is under review at UWF. Once finalized, information will be sent out to the Members Council, and event marketing will commence. The event is being modeled after the TOPkit face-to-face workshop presented by UCF. The Summit will have guest speakers, and the workshop will be organized by disciplines. The intent will be the sharing of resources and tool ideas in highly-engaged workshops. Resources will be placed in the FLVC instance of Canvas. Faculty will be able to download the resources and load them into their own Canvas instances. The library, DLSS Members Council, and administrators were the primary audience of the last OER Summit, while this Summit will be focused on faculty attendance since they are the decision makers on resources utilized in their courses. Instructional designers and librarians are also intended audiences.

Christine Smith (PHSC) stated that one struggle instructional designers have is the redesign of courses using OER due to locating the resources, identifying the scope of time needed for the redesign, etc. Faculty buy-in and resources are not an issue, however, the instructional designers need to better understand the scope of how this conversion will impact the time needed for course design, what needs to be done that is unique to an OER course, and any associated cost savings. Is this going to be addressed? Josh Strigle (CCF) replied that the Summit workgroups have not been settled on, and he will add this to the topics to be considered for the breakouts. Sid Beitler (PBSC) asked whether Intellus Learning is being considered for one of the vendor demonstrations. Josh Strigle (CCF) stated that Robin Donaldson (FLVC) will reach out to them to determine if they are interested in sponsoring the Summit again. Hector Valle (DSC) stated that his institution is creating sharable videos that can be used internally and externally.

3. **Executive Director Updates (John Opper (FLVC))**

Dr. John Opper, Executive Director of DLSS, discussed the status of DLSS services.

**Catalog of courses and programs** has been updated with enhancements this year to incorporate additional degrees and certificates. The project included: Expansion from just online programs to include all program delivery methods in search, upload, and reporting. In addition, the program search and upload now includes programs offered by CTE institutions. Categories included: All Distance Learning: 100% (AD). Primarily Distance Learning: 80-99% (PD). Hybrid Blend: 50-79% (HB). Primarily Classroom: <50% (CL). The ability to support Transfer Program Admission Information. The Profiles search was expanded to include Career & Technical Education (CTE) Centers throughout the state. Institution Admin. training will be scheduled in **July and August 2018** and will cover the changes in the Program Upload process. The User Guides for administrators are now available in the Admin. login area of the system. Additional changes such as the proposed Quality Indicators will be coming in 2018-2019.

**Proctored Testing** website content and FAQs have been updated. The next phase of enhancements is scheduled to begin in the coming fall and will include the addition of faculty content, continued updating of the content in the database, and academic dishonesty content.
Contracts and Licensing: Quality Matters System License is at UWF, and Mike Dieckmann is working with purchasing to get it processed. Mike Dieckmann stated the proposed UWF changes have been sent to the Quality Matters vendor, and it is hoped that this will not take long. Proctored Testing ITN is at the UWF procurement office, and Mike Dieckmann is working to get it moved through the UWF process as well. The Adobe CLP agreement is up for renewal. Institutions were asked by show of hands to demonstrate if they were aware of the agreement. FLVC is working to have that renewed within the 60 days before the current license expires.

Canvas will be available for use in July. Anticipated uses include serving as a Master Class Repository, professional development, OER testing, and proof-of-concepts.

The Statewide Civic Literacy Exam is now available in The Orange Grove. Access is restricted to specific SUS representatives which have been identified by the SUS system representative. FLVC is working with the FCS to get the college system access to the exam. Karinda Barrett, Associate Vice Chancellor for Academic and Student Affairs from the Division of Florida Colleges, will provide an update with details on how the college system is implementing the exam.

Textbook and Instructional Materials Survey analysis is underway, and a draft report will be available at the end of August 2018. Institutions will be provided with their data and methodology used in analysis. There were 27,000 respondents. 22,303 respondents completed all questions.

An update on additional services was provided by Nashla Dawahre, Assistant Director Advising & Student Services (FLVC).

Nashla Dawahre stated that new publications supporting FloridaShines services were created. These included the Get Ready for College-Helpful Tools for Success, and the College Checklist.

MyCareerShines, a statewide career planning system for K-20, now has 569,000 registered users and 880,000 users that completed the available career assessment. This past semester, career clusters were incorporated into MyCareerShines, and there is now a connection between career pathways and meta-majors. Virtual College Week (VCW) will be available this coming Fall 2018. This is a weeklong event of sessions that provide attendees with statewide resources to learn about topics related to college and career. VCW will be incorporating the use of incentives (SWAG bags from institutions).

There have been Common Prerequisite Manual (CPP) Enhancements. FLVC has been working closely with the Department of Articulation, FCS, and the SUS to maintain the CPP manual and identify ways to create an interactive interface. Currently, the focus has been on cleaning up the data, converting data, and other technical issues. The manual is currently only available as a PDF, and the goal of the project is to move the content into an interactive application and expand access to students when it is complete.

There have also been Transient Student Advising Application (TSAA) updates. March and April continue to be the biggest months year after year. In the months of March, April, and May there were 35,935 total applications, which accounts for approximately 55% of the total applications during the year. FLVC is conducting research to identify updates and changes needed to the application. These changes include: Identification, Immigration Status, and Financial Aid Disclaimer. The ICUF institutions would like to join the TSAA process. This request is currently under review at FLVC. This
would involve policy review, technical issues related to connection and transfer of data, and participation requirements. New and improved reports are being developed and are anticipated to be available in the Fall.

**Future Proofing: Looking at Tea Leaves and Anticipating Change (John Opper (FLVC))**

The three leading technology trends identified by Dr. John Opper for higher education include AI, virtual and augmented reality, and block chain. Dr. Opper suggested that there have not been any big changes in online, so the question is “What is the next model?” “What’s Next?” Dr. Opper serves on the WCET Steering Committee, and he stated this issue was discussed at a recent WCET meeting. He shared information provided by Sally Johnston, President of National Center for Higher Education Management Systems, at the WCET meeting. One key need for higher education is the delivery of seminars covering the skills, knowledge, and abilities needed to run an online program in higher education.

Dr. Opper then shared some national and Florida numbers to outline where online learning is positioned and where Florida stands in this arena. The literature and other higher education resources continue to highlight an ongoing concern regarding the increasing competition for the delivery of certifications and other forms of education from the private sector. This is due to student career goals/pths and a lack of fit with traditional degree programs. Students are searching for alternative pathways to meet their needs. Dr. Opper suggested that if Microsoft, StraighterLine, or other organizations could give credit, it could potentially push institutions out of business.

Degree value - One key question parents and students are asking is whether college is worth the money spent. The value of the college credential is fraying. The earnings advantage of college graduates relative to high school diploma holders is not rising as they have done previously, and employers find that too many college graduates lack the positive distinctive qualities they want in new employees. In addition, the student loan debt continues to increase, state support for public education is declining, and the marketplace of education providers is crowded. Dr. Opper then shared some highlights from a PEW, Gallup and WSJ Surveys to support his assertions. Institutions are being looked at to see if they are producing graduates that are more employable. There are thousands of business programs, so there must be significant enrollment growth, a need for additional online programs, and enough current enrollment to support the expense of putting a program online. Programs need a differentiator.

Funding – Tuition and fees keep going up, and ever since the recession of 2008, education funding has never come back in Florida to the levels prior to 2008, and the literature suggests the funding decline will continue. The question on how this funding will be addressed is answered with tuition. States are giving less money, and students are paying more. A total of 28 states used tuition to generate more than 50 percent of their total educational revenue in the 2017 fiscal year, according to the State Higher Education Executive Officers Association’s Annual State Higher Education Finance Report.

Student Debt – There is 1.5 trillion dollars in student debt. Florida is in a better situation than some states because Florida institutions have kept the debt lower for its students. “What happens if enrollment flattens or declines?” For Florida, it is anticipated that there will be a growth for the next four years, but then there will be a large drop in enrollment. Florida needs to prepare for this eventuality and determine how this change will impact Florida’s education model. In addition, other states are already looking at the enrollment issue and will be looking at advertising their schools in
Florida because they are facing the challenge now. The ethnic makeup of enrolling students will continue to change and challenge higher education. Florida has a more diverse ethnic student population, so this is going to be a benefit. In Florida, there is a growth of Hispanic populations.

Looking forward, Dr. Opper stated nationally, student High School graduations have flattened out and are headed toward a decline. Institutions are likely to be very sensitive to small percentage declines. Florida will be increasing through 2024. The student population growth in the future will be increasingly made up of sub-populations that have proven challenging for higher education to graduate. Funding pressures will increase for institutional performance and performance-based funding. There are very limited options for increasing revenue to higher education institutions given projected enrollment declines, declining state support, tuition and fees already at perceived high levels, and mounting student loan debt.

Dr. Opper’s suggestion for addressing this issue is for institutions to focus on keeping students. Examine institution operations and plan for online program growth. There is a market saturation for some programs, so institutions should look forward to leaner and focused program options. As with other states, Florida needs to examine ways in which institutions can utilize collaboration versus focusing on competition among institutions. Outreach to high school students can be increased through partnerships and dual enrollment. Technology expenses will have to produce (ROI), and one way to address this is through expanded usage of statewide licensing agreements.

Dr. Opper suggested institutions also need to be very focused on enrollment numbers and cost. Questions that institutions will need to be able to answer as money becomes tight are: What does your local enrollment data look like now and in the future? What is the retention rate in your online courses and programs? What technologies should be used to generate a more efficient operation? In what areas does it make sense to collaborate with peers? States with low enrollment are already in collaborate mode, but other states are still competing with other institutions. Josh Strigle (CCF) asked for the Student Debt slide to be shown again. In the civilian sector, the debt of education is a measure of affordability. Coming from a smaller college, they have students graduating with $30,000-50,000 of debt.

4. **By-Laws Revision (Josh Strigle (CCF))**

Josh Strigle (CCF) led a review and discussion of the proposed By-Laws revisions. Meredith Montgomery captured suggested edits. In the coming weeks after the meeting, the document will be sent to the Members Council for review and comments. Comments and edit suggestions will be incorporated, and then the final revision will be sent back to the committee. The final document will be voted on at the next meeting. The following changes were discussed:

- Board of Director was changed to Executive Director.
- Section C, Article 8: Secretary was removed since FLVC is providing staff to take notes.
- Section C, Article 1: Under Officers of the DLSS Members Council: “and workgroups” was added. In the past, there were well-defined standing committees. However, the Members Council has been using the term workgroups. Josh suggested using workgroups to complete short term or one-year tasks versus going through the formal process of creating a new standing committee.
- Section D, Article 1: Information was added regarding meeting cancellation and the role of the Executive Committee in determining whether to reschedule a meeting or table relevant business. Section D, Article 5: Changed secretary to “appropriate FLVC staff.”
Section E, Article 1: This section discusses both standing committees and taskforces. Josh Strigle (CCF) changed taskforce to workgroup. Added process for requesting a standing committee or workgroup, review process, and articulated how standing committees are established. Melanie Jackson (PBAU) asked whether there is the intent to keep standing committees? Josh Strigle (CCF) stated that yes this is the case. Standing committees that are no longer used have been struck.

Web Services Standing Committee – Added information to clarify the committee will review requests for changes to the electronic catalog and forward recommendations to the operational head of the DLSS for review for compatibility with statute, prior to implementation. Josh Strigle (CCF) stated these requests would come from members or an institution, or an institution whose executive who desired particular information displayed or workflow.

Mike Dieckmann (FLVC) asked what the cadence would be since website changes are made weekly. What is meant by weekly, and what is it impacting? Josh Strigle (CCF) stated there is concern with how institutions would be impacted by changing information on the website versus whether a link has changed, etc. Mike Dieckmann (FLVC) asked Josh Strigle (CCF) what he considered to be the most concerning area in the website changes since all services are delivered online, so this request could conceivably impact every FLVC IT project. Pam Northrup (UWF), stated that the website was updated a number of years ago and should be named FloridaShines. Melanie Jackson (PBAU) stated this statement is not new as it was in the original By-Laws. Josh Strigle (CCF) stated the primary concern is the catalog where students are shopping for courses and programs. John Opper (FLVC) asked whether the concern was related to the data that the institutions are posting and uploading versus editorial changes and small tweaks to the website. Josh Strigle (CCF) stated, yes, and how it is represented to students (searching by a specific data element, displayed on the website). Michelle Franz (SSCF) asked whether student affairs is going to be included in the conversation. Some institutions may have a strong opinion; how is this addressed if only a small group is making a decision? Also, institutions frequently need to push this information through different groups and can take time. Josh Strigle (CCF) responded that this part of the By-Laws needs to be edited some more, and that he and John Opper (FLVC) will review and clarify this section before sending this out to the Members Council for review. Melanie Jackson (PBAU) stated that there had previously not been many changes on the website when the Bylaws were formed. She suggested the group look at other websites to see what is being done and identify what innovative technology could be brought into the FloridaShines site.

Kelley Bailey (FAMU) asked what the Professional and Faculty Development Standing Committee does. John Opper (FLVC) stated this was formed when institutions were first starting to develop faculty training for online instruction, but this is being addressed by institutions.

Melanie Jackson (PBAU) stated there were a number of edits needed, recommended flipping h. and g., and addressing other spacing and naming structures. Mike Dieckmann (FLVC) stated additional cleanup will need to be done (i.e., EAC). Josh Strigle (CCF) pointed out that the document started with Article VIII, which is incorrect.

Josh Strigle (CCF) stated that the Chairs of standing committees will serve on the Executive Committee but not the Co-chairs.
5. **FCS Update (Karinda Barrett)**

Karinda Barrett, Associate Vice Chancellor for Academic and Student Affairs, Division of Florida Colleges, provided an update. She first shared that college affordability came up in a discussion with President Murdaugh at TCC. At TCC, tuition and books are only 14% of the cost for attending college for typical students.

The **Florida Success Center** is funded through a one-million-dollar grant for three years and identifying supporting funding, Guided pathways and completion. They have helped form a Mathematics Workgroup and held a **Math Convening at Daytona State College** with national speakers, presidents, faculty, etc. **Statewide workgroups of Mathematics** faculty and administrators, and K12 and university representatives. Their charge is to identify best practices designed for scale, and to develop policy recommendations. The timeline is **September 2018 - July 2019**.

The Success Center is partnering with Achieving the Dream (ATD) as part of its grant efforts. ATD conducted an environmental scan to identify recommendations and key findings on student completion. Recommendations included: (1) Engaging colleges in national change efforts and mentoring among colleges. For example, identify ways colleges can collaborate on implementing and supporting guided pathways. (2) Adult learners and other student population (getting students who dropped out re-engaged). (3) Part-time student curriculum mapping and integration with student financial plans. (4) Advising expansion aligned to guided pathways (how do you engage students in advising in a holistic way). (5) Use Early Alerts, auto graduation policies, and incentives and their effectiveness in helping students complete their degree. (6) Teaching and Learning Centers and identifying how we are supporting faculty in being successful.

**Distance Learning Data** shared by Dr. Barrett included: 14 institutions are using Canvas. Enrollment in distance learning course was 311,075 in 2016-17, which is a drop from 2015-16 enrollment of 314,202. The FTE was 76,855 in 2016-17. Distance Learning enrollments rose 4% in last year. The college success rate is slightly higher (74% in 2016 versus 73% in 2015).

**PERT Update - Common Placement** information was shared. On May 16, a revision was approved to the rule that removes PERT as a concordant score for Algebra 1 EOC beginning with students entering grade 9 in 2018-19 (**Rule 6A-1.09422, F.A.C. Statewide, Standardized Assessment Program Requirements**). Changes to the College Board ACCUPLACER Exam were shared to the FCS ACCUPLACER workgroup activities timeline.

**Civic Literacy** requirements have also changed. Dr. Barrett gave an overview of Civic Literacy changes to Rule 6A-10.02413, F.A.C., Civic Literacy Competency. Prior to the award of an associate in arts or baccalaureate degree, first-time-in-college students entering a Florida College System institution in the 2018-19 school year, and thereafter must demonstrate competency in civic literacy through one of the following options prior to graduation: (a) Successfully passing either POSX041 American Government or AMHX020 Introductory Survey Since 1877 (b) Achieving a standard score on one of the following: AP Government and Politics: United States or AP United States History. CLEP: American Government.

Development of an **FCS Academic Program Inventory** is a major initiative for the Student Success Center. Two key goals are to identify ladders and pathways of academic programs, and identify offerings that will more accurately meet the needs of future workforce projections.
6. **Florida Board of Governors (BOG) Update (Nancy McKee)**

Nancy McKee, Associate Vice Chancellor of Innovation and Online Education at the Florida Board of Governors, provided an update for the State University System.

**Master Course Advisory Committee** is creating a pilot repository that will be shared with the SUS. They met for the first time this week. There is also a STEM lab task force that will be meeting soon. The **Faculty STEM Symposium** will be held this fall on **October 23 and 24**. The Shared Languages Taskforce will have its first meeting in August, and it is led by Pam Northrup (UWF).

The **Learning Online Symposium/Conference** is being led by Tom Cavanagh (UCF) and scheduled for **March 2019**, immediately after TOPkit at UCF. The SUS Steering Committee took the ICUF proposal to the Academic Council of Presidents, who are committed to having the conference, as is UCF.

In September, they will meet to explore cost containment, and expanding the data available to show graduation and support of online students.

**SUS Online Programs database** has been created and shared with FLVC to ensure accuracy and consistency with what is provided to FLVC and the SUS by member institutions. This database captures the CIP codes and when programs have been terminated. This will inform the creation of new programs and whether there is enough student interest to support a new program.

July 31, 2018, is Dr. Nancy McKee's last day before retirement.

7. **DLSS Member Council Directed Workgroup Time**

Josh Strigle (CCF) asked that the workgroups first focus their attention on an initial task where they were to examine and reflect on their workgroup efforts and complete a workgroup worksheet. The worksheet identified what each group has completed, tasks left incomplete, whether it should continue for the upcoming year, and if yes, what the charge and milestone(s) should be for the coming year. In addition, if they felt their group should be disbanded or restructured, they were to explain why. This information will then be emailed to Josh Strigle (CCF). The DLSS Executive Committee will review the information and determine what workgroups would remain in effect. This information will then be shared with the Members Council, and members will be given the opportunity to sign up for the available workgroups and standing committees.

8. **Institution Showcase**

Eastern Florida State College, Dr. Phil Simpson. Dr. Simpson showcased EFSC’s Section 508 – Accessibility at Eastern Florida State College. His presentation will be posted to the DLSS website and in the DLSS MC Google folder. The deadline for accessible content was January 2018. During the Summer 2017, institutional leadership began to take shape in the form of (see slides).

**State Authorization Update (John Opper)**

John Opper (FLVC) shared that the USDOE has issued a notice that they intend to delay the implementation of certain sections of the State Authorization rules until the year 2020. However, the official notice of the delay did not publish until July 3 (missing the July 1 deadline), as required by SARA procedures, so there is some confusion about if things are delayed or not. Dr. Opper reiterated that State Authorization is still the law for any state where an institution is providing instruction. The delays included the following: 34 CFR 600.2 Definitions: State Authorization Reciprocity Agreement, 34 CFR 600.9 (c) State Authorization for distance education or
correspondence courses, and 34 CFR 668.50 – Institutional disclosures for distance or correspondence programs. Additional information is available on the WCET Frontiers Blog.

9. **Wrap-Up and Adjournment (Josh Strigle (CCF))**
   Christine Smith noted that Pasco-Hernando State College formed a committee to look into active learning and she is a Chair. She asked if anyone has an Active Learning Classroom? PHSC would like to visit so they can write a report. Wendy Dew (VC) West campus stated she could show what her campus is doing in active learning. Kendall St. Hilaire (IRSC) IRSC uses Smartboard and Echo 360 with active learning embedded. Hillsborough Community College has a Title 3 Math grant and some of its efforts may be of interest. Nathan Neuman (PSC) would have something in the fall for Christine Smith to review. Tom Cavanagh (UCF) noted that UCF is converting a number of courses and have built a sandbox classroom. They put one million into the classroom for experimentation.
Day 2, Thursday, July 12, 2018

1. **Welcome (Josh Strigle (CCF))**
   Josh Strigle (CCF) welcomed everyone back to the meeting and introduced the virtual presenter, Claire Wladis from City University of New York.

2. **City University of New York Student Readiness Research Virtual Presentation (Claire Wladis)**
   The presenter was asked to provide her slides so they could be distributed to the members. Content covered included issues such as: who enrolls and why. Students are more non-traditional and dissimilar to traditional on campus students. Online courses may provide increased access due to flexibility in managing work/life balance. Why do they drop? Evidence suggests students drop out at higher rates. Research is mixed and limited generalizability of findings. CUNY three data collection and analyses of online courses and students were shared, and implications for online education were provided.

3. **Discussion of Presentation and the Implications (Josh Strigle (CCF))**
   Members discussed the presentation and implication. Josh stated that online student readiness is being discussed by the College of Presidents. The College of Presidents are tasked to determine if institutions are using a college readiness tool.

4. **Workgroup Updates**

   **Instructional Designer / Professional Development (Robin Donaldson (FLVC))**
   Robin Donaldson (FLVC) provided the workgroup’s update. The workgroup discussed if there should be a tie to DLSS or if it should be separate. The workgroup wants to define the goals. The workgroup would like professional development webinars and face-to-face meetings to collaborate on OER resources and to share instructional resources statewide. The focus should be on Instructional Designers professional development; opportunities on creation and sharing of OER resources; sharing instructional resources; software contracting resources; how to connect to TOPkit; and what piece FLVC can provide support. Josh Strigle (CCF) suggested that this group get together with TOPkit.

   **Online Faculty Readiness / Quality (Deidre Price (NWFSC))**
   Deidre Price presented on strategies to access faculty readiness. A formal survey will be created, and the charge will remain the same. The workgroup would like to change strategies. They were originally created in the shared Google folders. The workgroup wants to send a survey to see what people are doing (i.e., teaching online courses and how to facilitate; pedagogies). The workgroup does not want to develop one rubric for all, but to provide strategies on evaluating online teaching.

   **Contracting and Shared Services (Joseph Riquelme (FIU))**
   Joseph Riquelme (FIU) referred to John Opper’s email regarding combined contracting resources. The ITN is in progress for proctoring services. WCET pilot on LeaRn tool. The workgroup will send out a survey to find out how users like the tool. The workgroup will look at the proctoring tool and see how to streamline the services. The updated information will be on the FloridaShines website and the FIU website. The workgroup will share their findings at the next meeting.
Proctoring Website and Resources (Joseph Riquelme (FIU))
Joseph Riquelme (FIU) and his group developed a site map, which is currently in development. Updates have been made to the FloridaShines site with institutional updates on locations of testing sites. FAQ update for students will be released soon.

Online Student Services (Josh Strigle (CCF))
Josh Strigle (CCF) reported on the Online Student Scorecard project; it is a good opportunity to promote FLVC. The scorecard can be customized by the institution. The workgroup is working with FLVC on a survey to see what tools, tutorials, and videos can be contributed to the project. Open OER market. It will be in the Canvas LMS prior to the October meeting.

Contracts and Licensing (Heather Thompson (FLVC))
The Contracting website is under development with FLVC. Contract updates were presented during the executive director update. FLVC will work with Tom Cavanaugh to begin work on a Lynda.com statewide agreement.

QM FL Consortium (Michael Nathanson (LSSC))
Michael Nathanson (LSSC) reported that the workgroup is working on a statewide system membership; QM System license. At this time the group is unable to share courses with other colleges; it would take $20 to share. With a statewide system and a bartering system, it is easy to share. The system contract will be ready; the group will look at Ohio’s bartering system database, which is a web-based program that you can contribute to and earn credit. It is a voluntary practice. Arifa Garman asked about the timeline as Gulf Coast State College is not a QM member yet. Michael Nathanson (LSSC) recommended that she wait for a few weeks to see FLVC’s contract.

Agile Innovation (Joseph Clark (FSU))
Joseph Clark (FSU) reported that the group is looking at more emerging technology and pedagogy, e.g. AI. The group is interested in finding practitioners and not vendors.

Proctor Testing (Heather Thompson (FLVC))
The Proctor Testing database has been updated using the survey results from each member institution. Additionally, an updated FAQ page is being reformatted to display as the new homepage. Next phase of the DLSS website will be to create faculty content relating to Proctored Testing.

5. Discussion of Vendor Presentation Policy
A discussion on vendor presentation was held, and a number of suggestions provided. A draft document will be sent to the Members Council for comments, and the final version will be voted on during the next meeting.

6. Discussion of Concerns and Items of Interest for Future Meetings
Kelvin Bentley (UWF) recommended providing opportunities to share more institution pilot data and resources (initial emails, project outlines, data collected, etc.). Institutions working on similar projects could present preliminary data across multiple institutions. Josh Strigle (CCF) stated that this would be an opportunity to be addressed in the lightning rounds, however institutions need to be engaged. Melanie Jackson (PBAU) suggested the one-minute updates be considered or birds of a feather to provide institutions opportunities to hear what is happening at other institutions as well as an opportunity to discuss similar topics during lunch. Josh Strigle (CCF) stated that it was
suggested we go back to two half-days to accommodate a single hotel night’s stay. The October 2018 meeting is already set for a full day. We will try to implement this after the October meeting. Arifa Garman (GCSC) stated that it would be helpful if we did two half-days, so the workgroups could have more time to meet.

7. **Wrap-Up and Adjournments (Josh Strigle (CCF))**
Josh Strigle (CCF) asked all members to engage with their OER faculty to promote the upcoming OER Summit.