Distance Learning & Instructional Technologies (DLIT) Advisory Meeting
Friday, January 30, 2015
University of North Texas – Dallas, Dallas, Texas

Minutes

1. Call to Order: The first meeting of the DLIT Advisory Committee was called to order at 10:05 a. m.

2. Attendees: Walter Borges, Katrina Coakley, Katrina Cornish, Syeda Jesmin, Cynthia Johnson, Pam Harris, Scott Lapinski, Arthur Lumzy, Paula Mason, Brenda Robertson, Nassim Sohaee, Mark Stanley, Larry Terry

3. Welcome/Introduction: C. Johnson welcomed attendees as they introduced themselves and indicated how their expertise and/or department contributes to distance learning.

4. Discussion on implementation of new university policies specific to distance learning syllabus template:

   - **Disability Accommodations for Students** – Blackboard Accessibility Statement should be included in syllabus along with outside and open source instructional tools, (i.e., TurnItIn, Panapto, Respondus) that may not be fully ADA compliant. New ADA Director will spearhead online efforts, including optional disability accommodations not related to technology.

   - **Academic Integrity** – TurnItIn is not a plagiarism tool. It tracks exact word matches in assignments submitted to their depository. If instructor uses in Blackboard course shell, statement must be included in syllabus. Instructors should also include statement on additional tools used.

   - **Student Code of Conduct** – Online "netiquette" should be included in syllabus. Terms "pornography" vs "sexually explicit" and its impact on campus culture and academic freedom were also discussed.

   - **Attendance & participation policy** – Financial aid's role in course attendance counts up to the 12th (census) day of each long semester. Accessing Blackboard course shell is not sufficient documentation for online attendance. Online activity must be included to show proof students are in online courses.

   - **New online class policies** – Class policies are at the discretion of faculty, but additional policy regarding online exams were proposed by Dr. Jesmin.

5. Action Steps

   - W. Borges (Faculty Senate) will have Academic Affairs review proposed wording for online netiquette and academic integrity policy. (See attachment in MS Outlook invite)
   - New ADA Director (Student Life) will review proposed ADA compliance wording to include Blackboard and other online instructional technology tools.
   - S. Lapinski (Financial Aid) and K. Cornish (Registrar) will review proposed wording for online attendance and participation policy. (See attachment in MS Outlook invite)

- C. Johnson (DLIT) will update UNT Dallas Blackboard interface with current UNT Dallas Library and Career Services online Optimum Resume information.

6. UNT Dallas updates:

   - Blackboard update and issue with Registrar "swap" feature not fixed. Will be brought before UNT Dallas committee that meets with UNT System.
   - New updates to UNT Dallas Library regarding digital media resources for distance learning classes is pending based on new outline of campus webpage.
   - DLIT Advisory Board meetings scheduled as monthly events instead of semesterly.

7. Next meeting agenda

   - Confirm proposed distance learning syllabi policies
   - Review additional UNT Dallas campus SACS-specific distance learning policies

Meeting adjourned at 12: 15 a.m. Next meeting Friday, February 27, 2015