

**Digital Learning Advisory Committee (DLAC)**  
**General Committee Meeting Minutes**  
*MS Teams Virtual Meeting*

December 7, 2021  
(Special Meeting)

I. Attendance

- Attendance (and quorum verification) was documented based on the individuals attending who typed their name in the chat box to be recorded. *(Attached)*

II. Unfinished Business (from November 30, 2021 General Meeting)

- Review of Digital Learning Policy documents from colleges. The group looked at the various college proposals for course quality.
  - College of Science and Mathematics  
Julie proposed that the review be moved to January. Brichaya offered to assist CSM. Radwan made motion to table. Tammy seconded. Motion was approved.
  - Radow College of Humanities and Social Sciences  
Tammy Powell asked for an extension on behalf of RCHSS to complete the reviews in fall 2023.

Radwan suggested a template for these policies so that information is in the same location for each template. Julie said that could be done if it was something the group to do. January asked to put that on the January agenda.

Radwan motioned to accept the policy. Joy Brookshire seconded. Policy passed.

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- Amy Jones noticed in some policies, when a curriculum change from a course to a certain percent triggers a re-review. She recommended that all colleges think about this threshold and what triggers a re-review.

### **III. Adjournment**

- The Chair called for any further business. Hearing none, the chair adjourned the meeting at 1:08 p.m.