



Senate Teaching Learning and Assessment Committee

Minutes

Approved 07/07/2023

03/17/2023

11:00 am Online via Google Meet Link

Present: Jason Swift (Chair), Mandi Campbell, Janet Gubbins, Sally Richter, Amanda Thomas, Josh Sewell, Ana Zapata-Calle (minutes)

1. **Welcome.**

2. **Selection of minute recorder.**

Ana Zapata-Calle

3. **Review and approval of minutes.**

Minutes from the two previous meetings (01/20/2023 & 02/17/2023) were approved with corrections regarding the videotape policy in the 02/17/2023 minutes.

4. **TLA work updates.**

Kevin Gwaltney had a draft for the new Quality Enhancement Plan (QEP) ready to be reviewed. Laura Phillips and Jason Swift will review the draft representing TLA. Jonathan Corley's Institutional Planning Committee will review it as well. The idea is to have Senate representation working on this draft.

The Feedback on our revised Mission Statement has been shared with Jeff Reber, who put together the feedback from all the senate committees to share it with President Kelly. We probably will receive the new Mission Statement to review again in the next TLA meeting.

5. **SEI window.**

SEI window was discussed without conclusion. We will discuss this again.

6. **IT recommendations for classrooms.**

Jason Swift met with Blake Adams and Brian McCrary to talk about the issues of using technology in the classroom, budgetary issues, and the role that TLA can play in helping them. They concluded that there are two primary actions that could be developed:



- a. Collecting information from faculty, programs, and departments as to what the technology uses are, technological needs, and also what the faculty's knowledge is regarding how to use it and what is already available. TLA will work on creating a survey to collect data.
- b. Training about how to teach online with the resources that we have and the process that it takes to install technology in the classes, that often involved multiple vendors.

The consensus during the discussion was that we need more Instructional Designers assigned to the different colleges. Since having them does not seem to be feasible, Mandy Campbell is hoping that some faculty members can be trained to take this role with a model of "peer-to-peer" assistance.

The prices for software were brought to the conversation by Mandy Campbell explaining that ITS is looking at who is paying for what and why, and which software we are using. One of the reasons is the fact that changing software can create additional difficulties for Faculty members. Another reason is that, usually, these decisions are taken without faculty consultation. ITS would like to have more faculty involvement in the decisions of changing software. TLA could play an important role on this.

7. Updates.

- a. CourseDen shell templates update.
 - Mandy Campbell mentioned the new development of CourseDen resources for Faculty in Core Education and the creation of CourseDen rubrics as possible models to follow. Mandy Campbell also mentioned resources for students to understand how to navigate CourseDen.
 - Janet Gubbins shared these links with resources:
https://uwgonline.service-now.com/kb/?id=courseden_fac
https://uwgonline.service-now.com/kb/?id=kb_home
 - There was a concern about some broken links on these pages. Jason Swift is going to ask Jeff Reber to put this issue in the agenda for the next Executive Committee meeting to see how the different committees can work with their constituents on this matter.
 - Janet Gubbins sent this information in an email right after the meeting:



The [KB](#) I mentioned in today's meeting has been updated. The broken links found today were on UWG Online's side and not on the IFE website itself (nor the fault of the IFE).

As folks explore this site, if you find any broken links or missing information, please send an email to online@westga.edu to fix or update. As changes occur often, this will be an ongoing process.

b. AI Research

Janet Gubbins shared this link about AI Research with updated information about AI Research:

<https://docs.google.com/document/d/1OYB7GvF3sZDO9z15NgrQPDUiN5ULISlkaHlj6BuNGNA/edit#heading=h.xrg7m0k31tpa>

According to Jason Swift, the goal for TLC is to create a policy in the near future about the use of AI technology in class.

8. Old/New business.

Mandy Campbell gave an update about the survey that our students are taking regarding their use of CourseDen. There are over 800 responses. One of the features that students seem to like more is the Calendar.

The mid-semester survey is available to get feedback for faculty using the new homepage, the new navigation bar, or one of the new models on CourseDen.

9. Adjourn

Meeting adjourned at 12:09 pm.