

DE Committee Meeting Agenda

Co-chair Jason Hough

Co-chair Nancy Wheat

Wednesday, September 9, 2026, 3:00-5:00 PM Room A105

Via [Zoom](#)

1. Call to Order and Welcome

2. Action Items:

- a. Approval of Agenda
- b. Approval of May 13, 2026 Minutes

3. Discussion Items

- a. IT/DE update (Jacob Jun)
- b. Review of the DE Plan and discussion of suggested changes (Nancy and Jason)
 - The current draft is two years old. Walk the plan, collect suggested changes, and set a revision timeline.
- c. RSI training plans for fall (Jason)
- d. Accessibility training plans for spring (Nancy)
- e. Call for resources to add to the new PLC website (Nancy and Jason)
 - Ask members to submit materials, links, and workshop content. Confirm how submissions are sent and who reviews them.
- f. Easy to find answers to basic Canvas questions (Nancy)
 - How and when to publish a course, how to delete content in a course and reset the shell, and similar recurring questions. Discuss where these answers should live and how faculty find them.
- g. A regular DE newsletter with time sensitive reminders (Jason)
 - Frequency, audience, who writes and sends it, and whether it carries the basic how-to answers from item f.
- h. Instructional Designer job description (Nancy)
- i. Canvas shell access update from Senate (Tammy/Rhea)
- J. Revisiting first day attendance policy for DE courses (Jason)

4. Looking Ahead

- a. Next meeting: Wednesday, September 23, 2026, 3:00-5:00 PM, Room A113

5. Adjournment