



Members Council Meeting Minutes | May 2025

AGENDA

Institution: Florida SouthWestern State College	Campus: Lee Campus	
Address: 8099 College Pkwy, Fort Myers, FL 33919	Building: AA Building	Room Number: 177
Day 1: Wednesday, May 7, 2025	Day 2: Thursday, May 8, 2025	
Lunch: On Your Own	Continental Breakfast: 8:30 a.m. – 9:00 a.m. ET	
Meeting: 1:00 – 5:00 p.m. ET	Meeting: 9:00 a.m. – 4:00 p.m. ET	

ATTENDEES

Members Council Members: Josh Strigle (CCF), Dr. Andrew Lieb and Dr. Philip Simpson (EFSC), David Jaeger (FGCU), Brennen Cannon (FPU), Laura Osgood and Dr. Rozalind Jester (Chair) (FSW), Ansa Reams-Johnson and Piti Kanjanapongpaisal (FSCJ), Mary Eichin and Robert Fuselier (FSU), Lori Driscoll (GCSC), Vicki Westergard (HCC), Katie Profeta and Molly Goyette (IRSC), Ellie Morgan (NFC), Bryan Biggers (PBAU), Jehu Chong and Laura Traiger (PBSC), Breanna Perry (PHSC), Wendy Spradlin (PSC), Cody Moyer (PSC), Marisabel Irizarry (SSC), Joann Kramer (SFSC), Karlie Condor and Page Jerzak (SCF), Christina Will and Heather Jones (SJRSC), Nancy Munce and Timothy Godcharles (SPC), Amanda Wallace and Anthony Jones (TSC), Kevin Corcoran (Chair-Elect) and Wendy Howard (UCF), Barbara Bennett (UF), Deb Miller and Erica Anga (UNF), Dennis Walpole (USF), Michelle Horton (UWF)

Guests: David Tran and Krystian Grodecki (D2L), Asim Khan and Brett Perlman (Honorlock), Douglas Grooms and Thomas Janke (Instructure), Chris Provio and Nate Rowe (Proctorio), Dee Bohne (SchoolAI), Cheryl Dowd (WCET)

FLVC Staff: Dr. John Opper, Kathleen Taylor, Nashla Dawahre, Tom Tu, Ashley Thimmes, Sarah Michael Trupiano, Kelly Aycock, Stevan Polansky, Dawn Aguero, Brooke Tome, Nicole Rawson, Richard Conn, Chase Fiorini, Shawn Wilson

MINUTES

WELCOME | DAY ONE

Dr. Rozalind Jester (Chair, FSW) called the meeting to order and turned it over to Dr. Jeffery Allbritten (President, FSW) for a welcome. Dr. Jester then recognized the incoming and outgoing council members. Brooke Tome (FLVC) took a verbal attendance. Dr. Jester then asked for a motion and a second to approve the minutes from the February 2025 meeting.

FUTURE MEETING PLANNING

Dr. Jester discussed upcoming meeting dates for the council. The Fall 2025 meeting is scheduled for October 14-15 at Seminole State College in Sanford, FL. The Spring 2026 meeting is scheduled for February 25-26 at South Florida State College in Avon Park, FL. The Summer 2026 meeting is scheduled for June 9-10 at University of Central Florida in Orlando, FL.

NETWORKING DISCUSSION & OTHER OPPORTUNITIES

Dr. Jester provided time for each member to provide one-minute updates on current projects at their institutions.



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CATALOG POLICY DISCUSSION

Dr. Jester turned it over to Dr. John Opper and Stevan Polansky (FLVC) to discuss recent policy changes to the Catalog and their future projections.

An afternoon break was then taken.

COOL TOOLS PRESENTATION: SIMPLE SYLLABUS

Dr. Jester and Steven Kolberg (FSW), Timothy Godcharles (SPC), and Gina McArthur (Simple Syllabus) provided a presentation and answered questions on current tools provided by Simple Syllabus. Future tools to look forward to were also discussed.

FSW HIGHER LEARNING COMMISSION (HLC) PRESENTATION

Dr. Judith Bilsky, Dr. Christy Gilfert, Dr. Rebecca Harris, Dr. Jester, Dr. and Martin McClinton (FSW) provided a presentation and answered questions on FSW's approach and experience with Higher Learning Commission (HLC)'s accreditation process. Their presentation can be found using the QR code or SharePoint link at the end of the document.

VOTE ON PROPOSED CHANGES TO OPERATING PROCEDURES

Kathleen Taylor (FLVC) provided an overview of the proposed changes to the DLSS Members Council Operating Procedures. Tome took another verbal attendance before asking Dr. Jester to send the proposed changes to a vote. All changes were approved by the DLSS Members Council.

WRAP UP, REMINDERS & ADJOURNMENT

Following the vote, Dr. Jester adjourned the meeting for the day.

For more information, the PowerPoint presentation(s) can be found using the QR code or SharePoint link at the end of this document.

WELCOME | DAY TWO

The meeting was called to order by Dr. Jester at 9:00 a.m.

DLSS UPDATES & FEDERAL UPDATE

Deputy Director Updates: Taylor began by providing her deputy director updates. A recap of Quality Teaching and Learning Excellence Month (QTL Month) was provided. This event was hosted from March 31, 2025 to April 25, 2025. Recordings of each session are available on the [event website](#) and [YouTube channel](#). Key information from the 2025 Legislative Session was shared: regular session convened on March 4; the last day for regularly scheduled committee meetings was April 22; the last day to reach a budget deal was April 29; the last official day of regular session was May 2; and regular session was extended—chambers reconvened on the week of May 12. Bills of interest were also shared: SB 1726 and HB 1321 – Similar bills that contain provisions for enhanced textbook, instructional material, course syllabus transparency. The Senate version was temporarily postponed on the floor. The House companion cleared the House on April 16; SB 1624 and HB 1307 – Modifies s. 1009.21, F.S., by defining a “nonresident online student” as a person who is admitted to a Florida College System institution or state university as an online student and does not qualify for in-state tuition or fee rates. The Senate version is retained on the special-order calendar as of May 1. Taylor concluded her updates by reviewing the list of current and anticipated contracts and agreements for FLVC and by highlighting the resources made available to council members through FLVC and WCET/SAN.



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Student Services Updates: Taylor turned it over to Nashla Dawahre (FLVC) to provide her Student Services updates. Dawahre reviewed quarterly metrics for the FloridaShines Mobile App, FloridaShines Catalog, Zero Textbook Cost Indicator, and Transient Student Admissions Application (TSAA). Dawahre also shared the upcoming Online Student Readiness resource and CTE Career Cluster tool that will be made available on FloridaShines. Future projects and events, including College 101, were also discussed.

FL-IDN & FLQMC Updates: Dawahre turned it over to Tom Tu (FLVC) to provide his FL-IDN and FLQMC updates. Tu provided information about the Florida Instructional Designer Network (FL-IDN) and upcoming webinars and registration information. Tu also provided information about the Florida Quality Matters Consortium (FLQMC) and upcoming workshops and newly joined institutions.

WCET Federal Update: Tu turned it over to Cheryl Dowd (WCET) to provide her federal update. Her presentation can be found using the QR code or SharePoint link at the end of the document.

Executive Director Updates: Dowd turned it over to Dr. Opper to provide his executive director updates. Dr. Opper discussed future projections for several key aspects of online learning, such as a drop in the number of high school graduates, decreasing percentages of male college students, and a larger social uncertainty. Dr. Opper suggested that institutional leaders in online learning adopt an innovative mindset and prioritize how their institutions could adapt to and overcome potential challenges.

For more information, the PowerPoint presentation can be found using the QR code or SharePoint link at the end of this document.

STANDING COMMITTEES

Dr. Jester directed the council to break out into their respective standing committees (Online Instruction, Strategic Partnership and Licensing, and Student Support/Web Services) to work on current projects and to discuss future projects as needed. Virtual attendees were allowed to join the discussions online via separate Teams meeting links.

A break for lunch was taken at the halfway point of standing committee work.

REPORT OUT ON STANDING COMMITTEES

Dr. Jester called for the standing committees to report on the work and other discussions that took place during their breakout sessions.

Online Instruction: Online Instruction had previously sent out a survey to see what training(s), including their core competencies and learning objectives, are being offered at our institutions for distance learning. Their goal is to create a resource page that can be used across the council, as needed, based on the feedback that they were provided. To accomplish this, the standing committee took the time to restructure themselves and create a new plan for the upcoming year, due to recent turnover on their team.

Strategic Partnerships and Licensing: Strategic Partnerships and Licensing discussed the upcoming LMS ITN. Specifications for another upcoming ITN on digital accessibility were also drawn up. Due to the nature of their work, the standing committee could not openly discuss the details of their private meeting.

Student Support/Web Services: Student Support/Web Services discussed the continuing work of creating two webpages on the FloridaShines website. The first webpage will be for current and prospective students and would provide an overview of general online readiness skills and competencies that would help students prepare for taking online courses.



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A survey was previously sent out to gather data for the first half of this project, and 18 responses have been collected and utilized to date. Sarah Michael Trupiano (FLVC) provided a brief presentation on the work that has been done to build the first webpage. The second webpage will be for faculty and staff and would focus on guidance and resources for RSI.

An afternoon break was then taken.

FCS CHAIR-ELECT ELECTION & STANDING COMMITTEE CHAIR/CO-CHAIR SELECTIONS

Dr. Jester provided an overview of the FCS Chair-Elect election and Standing Committee Chair/Co-Chair selections and their processes, according to the DLSS Members Council Operating Procedures. Tome took another verbal attendance before asking Dr. Jester to send the election/selection to a vote. Katie Profeta (IRSC, FCS) was elected as the 2025-2026 Chair-Elect; Timothy Godcharles (SPC, FCS) and Brennen Cannon (FPU, SUS) were selected as the Co-Chairs for the Online Instruction standing committee; and Dr. Piti “Golf” Kanjanapongpaisal (FSCJ, FCS) was selected as the Co-Chair for the Student Support/Web Services standing committee. Dr. Philip Simpson (EFSC, FCS) will continue to serve as the Co-Chair for the Strategic Partnership and Licensing standing committee.

FUTURE AGENDA ITEMS

Dr. Jester invited the council to propose any future agenda items for the Fall 2025 meeting. Recommendations for a WCET presentation from Van Davis was also discussed.

WRAP UP & ADJOURNMENT

With no other items to discuss, a motion and a second were taken to adjourn the meeting.

DIGITAL RESOURCE FOLDER

QR Code:



SharePoint Link:

[Digital Resource Folder](#)