# **Distance Learning Committee (DLC)**

## Report to Academic Senate

## April 22, 2021

## DL Amendment Forms – Final Call

* The Instruction office will be sending out a smartsheet to divisions and program chairs to ascertain DL Amendment form status. We are trying to “fill in the blanks” and account for all courses scheduled during that time.
  + If your program did not offer a course online in summer/fall 2020 or winter/spring/summer 2021, please indicate that the course was **Not Offered**. You do not need to submit a form for a course that has not been offered online during those semesters.
  + If the course was offered during any of those terms, and your program has not created a form for it, please submit a DL Amendment form by **May 3, 2021.**
* A program does not need to submit a form if the course was only moved online to finish up the spring 2020 semester.
* Approved forms can be found at this link: <https://www.mtsac.edu/dlc/approveddlalpha.html>

## SPOT Reminders – Submit Early!

When we return to campus in fall, online teachers must be SPOT certified.

* Submit your SPOT course by June 1 for certification by fall 2021. Actual certification timing depends on original course condition, faculty responsiveness, task completion, and accessibility issues. **SUBMIT EARLY!** We have three reviewers working over the summer to certify faculty.
* The SPOT equivalent is the 4-week Introduction to Asynchronous Online Teaching and Learning (formerly IOTL, now IAOTL) offered through @ONE. Send your badge to Catherine McKee.
* Faculty who completed the 12-week Online Teaching and Design (OTD) certificate through @ONE can also earn SPOT certification. Send your badge to Catherine McKee.
* The Distance Learning Committee is in the process of evaluating other college trainings, pending Academic Senate approval. Stay tuned.

Please contact Catherine McKee, Assistant Distance Learning Coordinator, for more information. [cmckee@mtsac.edu](mailto:cmckee@mtsac.edu)

## Two Ways to Reach Faculty Facilitators

Need a little help setting up or refining your online course?  **Faculty Facilitators** are here to help!  Seven faculty experienced in online teaching and Canvas can answer your setup and design questions.

Faculty facilitators may now be reached through the email [**facfac@mtsac.edu**](mailto:facfac@mtsac.edu).

Faculty Facilitators now hold **office hours** on the first, second, and fourth Fridays of the month from noon – 2 p.m. Access via the **POD Connect calendar**.

## Synchronous Online Community of Practice Debuts

We are pleased to announce a new community of practice for synchronous online teachers. It meets the third Friday of the month from noon – 1 p.m.

* Next Synchronous CoP is May 21 with guest speaker Herschel Greenberg.
* Sign up via **POD Connect calendar**.

## Revised Distance Learning Regulations as of July 1, 2021

Distance Learning regulations are always being revised. As of July 1, 2021, Federal distance learning regulations will include the following language. If you are following the current AP guidelines, you should be meeting these requirements. The Distance Learning Committee is considering how to integrate this language into AP 4105.

The final definition of distance education in 600.2 reads as follows:

Education that uses one or more of the technologies listed in paragraphs (1)(i) through (1)(iv) of this definition to deliver instruction to students who are separated from the instructor or instructors, and to support regular and substantive interaction between the students and the instructor or instructors, either synchronously or asynchronously.

1. The technologies that may be used to offer distance education include —
2. The internet;
3. One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
4. Audio conferencing; or
5. Other media used in a course in conjunction with any of the technologies listed in paragraphs (1)(i) through (1)(iii) of this definition.
6. For purposes of this definition, an instructor is an individual responsible for delivering course content and who meets the qualifications for instruction established by the institution’s accrediting agency.
7. For purposes of this definition, substantive interaction is engaging students in teaching, learning, and assessment, consistent with the content under discussion, and also includes at least two of the following—
8. Providing direct instruction;
9. Assessing or providing feedback on a student’s coursework;
10. Providing information or responding to questions about the content of a course or competency;
11. Facilitating a group discussion regarding the content of a course or competency; or,
12. Other instructional activities approved by the institution’s or program’s accrediting agency.
13. An institution ensures regular interaction between a student and an instructor or instructors by, prior to the student’s completion of a course or competency—
14. Providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency; and
15. Monitoring the student’s academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed, on the basis of such monitoring, or upon request by the student.

Respectfully submitted,

Carol Impara

Distance Learning Faculty Coordinator

cimpara@mtsac.edu