**DISTANCE LEARNING COMMITTEE**

(Academic Senate Committee – Reports to Curriculum & Instruction Council)

Purpose

The purpose of the Distance Learning Committee is to discuss, review, and evaluate distance learning modes of instruction, and recommend and promote best practices and new opportunities for distance learning and teaching that foster equitable access and student success.

Function

1. Evaluate and recommend approval of Distance Learning Course Amendment forms.
2. Recommend policy changes pertaining to distance learning.
3. Evaluate and promote a variety of effective practices and standards for distance learning.
4. Support sharing and collaboration among distance learning faculty by working with the Faculty Center for Learning Technology, Information Technology, and the Faculty Professional Development Committee.
5. Facilitate the development of an ongoing Distance Learning Plan.
6. Coordinate with campus committees and other constituencies with regards to distance learning.

Membership (13)

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|  | Position Represented | Name | Term |
| 1. | Dean, Library and Learning Resources (Co-Chair) | Meghan Chen | ongoing |
| 2. | Librarian | Hong Guo | ongoing |
| 3. | Instructional Designer | Michelle Newhart | ongoing |
| 4. | Information Technology (appointed by the Chief Technology Officer) | Ron Bean | ongoing |
| 5. | Distance Learning Coordinator (Co-Chair) | Sandra Weatherilt | 2016-18 |
| 6. | Assistant Distance Learning Coordinator | Carol Impara | 2016-18 |
| 7. | Instructional Dean (appointed by the Vice President, Instruction) | Jeanne-Marie Velickovic | 2017-20 |
| 8. | Faculty (appointed by the Academic Senate) | Richard Patterson | 2017-20 |
| 9. | Edwin Estes | 2017-20 |
| 10. | Faculty (appointed by the Academic Senate) | Michael Dowdle | 2015-18 |
| 11. | Faculty representing Counseling (appointed by the Academic Senate) | Stacie Nakamatsu | 2016-19 |
| 12. | Faculty representing ARCS (appointed by the Academic Senate) | Matthew Dawood | 2017-20 |
| 13. | Student (appointed by the Associated Students) | Josh Aligam | 2017-18 |

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| 2017-18 Committee Goals | Link to College Goal # |
| GOAL #1: | Maintain Distance Learning Committee Website | 14 |
| GOAL #2: | Update the DL Plan | 1,3 |
| GOAL #3: | Review/revise/approve Distance Learning Amendment forms | 1, 8, 14 |
| GOAL #4: | Participate/provide updates to campus on the Online Education Initiative (OEI) pilot in which Mt. SAC is currently participating. | 1, 4, 6, 7, 8, 13, 14 |
| GOAL #5: | Work with Instruction Office and Educational Design Committee (EDC) on the integration of the DL Amendment Forms into the WebCMS Curriculum system including tracking for substantive change triggers. | 6, 12, 14 |
| GOAL #6: | Collect disaggregated Success & Retention data (S & R) to make recommendations for improving success and supporting diverse online learners. | 1, 3, 9, 11, 14 |
| GOAL #7: | Review/recommend/approve faculty training for distance learning | 7, 8, 10, 12, 14 |
| GOAL #8: | Review and make recommendations to update policies and procedures as they pertain to Distance Learning. | 1, 14 |
| GOAL #9: | Make recommendations to contract language related to Distance Learning. | 1, 14 |
| GOAL #10: | Provide leadership and input on educational trends pertaining to distance learning (DL) such as captioning and Online Educational Resources (OER) | 1, 9, 14 |

Meeting Times:

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| COMMITTEE TYPE | CO-CHAIRS | MEETING SCHEDULE | LOCATION | TIME |
| Academic Senate | Meghan Chen/Sandra Weatherilt | 2nd and 4th Tuesday Fall and Spring | 6-226A | 1:05 – 2:35 p.m. |

Person Responsible to Maintain Committee Website: Sandra Weatherilt

 sweatherilt@mtsac.edu, ext. 6369

College Website Link and Last Time Website Was Updated:

<http://www.mtsac.edu/dlc/> September 1, 2017