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| Logo_MtSAC_Blk_Solid_big**Distance Learning Committee**  **2020-21** |

**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.

**FUNCTION:** The Committee's functions are to:

* evaluate and recommend approval of Distance Learning Course Amendment Forms
* recommend policy changes pertaining to distance learning
* evaluate and promote a variety of effective practices and standards for distance learning
* provide a forum for sharing and collaboration among distance learning faculty by sponsoring informational meetings, discussions, and workshops pertaining to distance learning
* facilitate the implementation and update to the Distance Learning Master Plan
* coordinate with campus committees and other constituencies with regards to distance learning

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|  **X** | Ron Bean | **X** | Meghan Chen, co-chair | **X** | Matthew Dawood | **X** | Michael Dowdle | **X** | L.E. Foisia |
| **X** | Hong Guo | **X** | Mike Hood | **X** | Carol Impara, co-chair | **X** | Tammy Knott-Silva | **x** | Catherine McKee |
| **X** | Stacie Nakamatsu | **X** | Michelle Newhart | **X** | Rich Patterson | **X** | Sandra Weatherilt | **X** | Student Rep: Jem BonfiglioLeonardo Rojas |

Guests: Ed Estes

## **MINUTES – NOVEMBER 10, 2020**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: 10/27/2020 meeting – assign themes | Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | DLC minutes of 9/22 accepted. |
| Information Technology Advisory Committee (ITAC) Report  | ITAC Meeting Summary November 2, 2020· Monica Cantu-Chan gave the committee an update on the status of WebCMS 10.0 and the various issues that are being worked on and resolved.· Committee reviewed its Purpose and Function statement and approved a change to eliminate the term “collegewide” as it referred to monitoring ACCJC Standard III.C· Ron Bean & Lee Jones gave us a brief presentation about advantages to transition students, faculty and staff onto Microsoft O365 (Office 365)o Benefits to students:§ Full Microsoft Office Features§ Improved Equity (Internet Access)§ School-to-school, School-to-Work Transition Skills§ Enhanced Digital Tools§ Improved Experience with Technology Loanso Benefits to Faculty§ Canvas Microsoft Office LTI Integration§ Improve Student-Faculty Communication**A presentation will be scheduled at a future DLC meeting****IT can create customized desktops for disciplines. If faculty would like test site set up, fill out request form.**IIA, IIIC |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | No meeting yet. |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) | Nov 19: Last day that FCLT is offering live workshops. Last SPOT recert!* CidiLabs advanced (part 2)
* Ally tips and use
* 5 Tools to Make You an Accessibility Champ

FOMAR to be used in winter. Can be accessed again – can rewatch videos, skip quizzes, and will not affect FOMAR status. Winter updates: * New Zoom LTI coming December 15. Will need to reset meetings carried over from fall – better functionality – consistent interface
* Canvas Studio pilot. Sandra, Catherine, Hong, Mike H., Carol

Canvas help desk changing their contact model. Will offer 24/7 chat for students and phone/chat for faculty. Canvas help guides moved to new platform to allow FCLT to build local help guides. FCLT planning to devote time to creating platforms and training, and not as much one-on-one requests. Asks faculty to contact Canvas for Canvas help, help desk for enrollment and IT requests, and faculty facilitator for one-on-one help.Winter Intensive: CidiLabs and CidiLabs AdvancedIIA, IIIC, IIIA14 |
| Student Report  | Student Equity Summit went well!  |
| **DL Amendment Forms** |  |
| DL Faculty Workgroup Recommendations | The summer DL faculty workgroup met on October 30 and November 6. Please see workgroup recommendations (below). **DLC approved workgroup recommendations**.IIA, IIIC |
| **Discussion**  |  |
| Recommendations to Academic Senate |  DLC recommendations and goals have been submitted to C&IIB9, IIA, IIIC, IIIA14 |
| BOT Report | * Meghan and Carol gave a report on DL to the Board of Trustees on November 4 – see OneDrive for synopsis and PPT slides

IB9, IIA |
| CVC (California Virtual Campus)  | * OEI has been dropped from the name.
* CVC has been charged by the Chancellor’s office to be the technology support for the state. They are pivoting to encompass these extra duties.
* They have been told that all colleges will be in the Student Exchange (formerly ExCEL/Course Exchange). It is not necessary to have courses aligned to the Course Design Rubric in order to go into the exchange.
* Funding for the following will continue through June 30, 2021:

Canvas, Studio, Pisces, Ally, Zoom, LabsterIIA, IIIC |
| IOCTEP grant | * Mt SAC has achieved certified POCR team status
* 3 faculty have earned “quality reviewed” badges (previous OEI alignment): Shiloh Blacksher, Catherine McKee, and Darius Bone
* Faculty, counselors, and classified staff are designing Student Journey Mapping for online Pathways

IIA, IIIC, IIIA14 |
| SPOT  | Faculty currently earn 16 professional development hours via SPOT certification. This number originated in 2005.* This number was originally set when SPOT consisted of a set of unintegrated tasks.
* Since that time, SPOT has changed dramatically. Instruction and pedagogy has increased. It now involves building a mini-course (including tests and assignment prompts) and following strict accessibility guidelines.
* SPOT has recently been revised to mirror the CVC Course Design Rubric and is now evaluated via a detailed rubric.
* It has also been expanded to include guidance on synchronous courses.
* The DLC has recommended that SPOT have a pre-requisite of 2 hours Canvas training.
* A recent survey found that faculty spent an average of 58 hours completing SPOT. (Most faculty spent the greatest amount of time on accessibility.) The course that Mt. SAC accepts in lieu of SPOT, @ONE IOTL, awards faculty 40 hours.
* We have historical copies of SPOT completions which included very basic computer efficiency tests (like send an email). SPOT now assumes Canvas proficiency.

**DLC thinks that hours should be increased. We believe that SPOT is analogous to the @ONE course and therefore recommend 40 hours.**IIA, IIIC, IIIA14 |
| New DE Regulations | * On August 24, the Department of Education issued new DE regulations. See One Drive. Tabled until next meeting.

IB9, IIIA14 |
| Future Work | * Update AP 4105
* Use of Canvas AP
* Equity recommendations
* Advanced SPOT recommendations
 |
| **Announcements** |  |
|  |  |

**Fall 2020 semester dates – 8 meetings –** as needed **(finals week)**

**DLC Meetings - 2nd and 4th Tuesdays at 1:15 – 2:45 PM online via Zoom**

DLC website: https://www.mtsac.edu/dlc/

DLC listserv: dlc@mtsac.edu

# **DLC Accreditation Themes:**

* IB9. Assuring Academic Quality and Institutional Effectiveness Academic Quality – Engages in continuous, broad based, systematic evaluation and planning
* IIA. Instructional Programs – Uses delivery modes, including DL, in support of equity
* IIB. Library and Learning Support Services – Provides library and other learning support services to support educational programs, including DL
* IIC. Student Support Services – Evaluates and demonstrates that student support services support student learning in various modes, including DL
* IIIC. Technology Resources – Provides support in the use of technology
* IIIA14. Human Resources – Provides all personnel with appropriate opportunities for continued professional development.

# **Workgroup Review Recommendations**

**October 30, 2020 Meeting**

Participants: S. Burgoon; D. Chavez; K. Coreas; L.E. Foisia; M. Hood; C. Impara; D. Rowley

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| --- | --- | --- |
| **Course Reviewed** | **Workgroup Action** | **DLC****Review** |
|  **Smartsheet** |   |  |
| **AIRC 11** | Approved with topic correction and line spacing corrections  | 11/10 |
| **AIRC 20** | Return to faculty developer per request (Done: CI 11/4) | ------- |
| **AIRC 25** | Approved with topic corrections | 11/10 |
| **AIRC 30** | Approved – check extra spaces in form  | 11/10 |
| **AIRC 31** | Approved – check extra spaces in form | 11/10 |
| **AIRC 61** | Approved  | 11/10 |
| **AIRC 65** | Send back to add lecture and lab topics (Done: CI 11/4) | ------- |
| **AIRC 67** | Approved | 11/10 |
| **AIRC 95** | Approved | 11/10 |
| **ENGL 8E** | Approved | 11/10 |
| **ENGL 8F** | Approved with topic corrections | 11/10 |
| **ESL LANG1** | Approved | 11/10 |
| **ESL LANG2** | Approved | 11/10 |
| **ESL SPKA** | Approved | 11/10 |
| **ESL SPKB** | Approved | 11/10 |
| **ESL SPKC** | Approved | 11/10 |
| **ESL SPKP1** | Approved | 11/10 |
| **ESL WRTA** | Approved  | 11/10 |
| **ESL WRTB** | Approved | 11/10 |
| **ESL WRTC** | Approved | 11/10 |
| **ESL WRTP1** | Approved | 11/10 |
| **EMS 1** | Approved with added lecture topics to weeks 13-15, add LO (Done 11/4: CI) | 11/10 |
| **EMS 50** | Approved with inclusion of missing lecture topics (Done 11/4: CI) | 11/10 |
| **LCOM 90** | Approved | 11/10 |
| **LIT 3** | Approved with topic corrections | 11/10 |
| **MUSA 100** | Approved with transfer to new form, add accessibility checks, add LO (Done: CI 11/4) | 11/10 |
| **SOC 110** | Approved | 11/10 |
| **SPCH 15** | Needs lab topics added to each week – bring back to group (emailed 11/4: CI) | ------- |
| **SPCH 16** | Approved with topic correction | 11/10 |
| **SPCH 17** | Approved with topic corrections | 11/10 |
| **VOC TR10R** | Approved | 11/10 |
|  |  |  |
| **DL FORM**  |  |  |
| **KINX 28** | Approved with removal of final exam and copy topic into week 16 | 11/10 |
| **KINX 48** | Approved with removal of final exam and copy topic into week 16 | 11/10 |
| **KINX 88** | Approved with removal of final exam and copy topic into week 16 | 11/10 |

# **Workgroup Review Recommendations**

**November 6, 2020 Meeting**

Participants: K. Allende; S. Burgoon; D. Chavez; K. Coreas; S. Doonan; L.E. Foisia; M. Hood; C. Impara

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| --- | --- | --- |
| **Course Reviewed** | **Workgroup Action** | **DLC****Review** |
| **DL Form** |   |  |
| COUN 5 | Approved with final exam correction | 11/10  |
| DNCE 35 | Approved | 11/10  |
| KIN 5 | Send back to faculty for hours |  ---------- |
| KIN 24 | Approved with topic corrections |  11/10 |
| KIN 81 | Approved with topic correction in week 16 |  11/10 |
| KIN 92 | Approved with topic corrections, add an hour each week |  11/10 |
| KINI 18A | Approved with addition of topic in week 16 |  11/10 |
| KINI 18B | Approved with addition of topic in week 16 |  11/10 |
| KINI 18C | Approved |  11/10 |
| KINI 25 | Approved with topic correction and add AN hour in week 4 |  11/10 |
| KINI 27A | Approved |  11/10 |
| KINI 27B | Approval with topic correction in week 7 |  11/10 |
| KINI 30A | Approved |  11/10 |
| KINI 30B | Approved |  11/10 |
| KINI 31A | Approved |  11/10 |
| KINI 31B | Approved |  11/10 |
| KINI 37A | Approved |  11/10 |
| KINI 37B | Approved with time on task added to week 13, topic correction in week 16 |  11/10 |
| KINI 37C | Approved with time on task added to weeks 4 and 5, topic correction in week 16 |  11/10 |
| KINI 4B | Approved with topic corrections | 11/10  |
| KINI 50B | Approved with topic corrections |  11/10 |
| KINS 10A | Approved with topic correction |  11/10 |
| KINS 10B | Approved with topic correction |  11/10 |
| KINS 16 | Approved with updates to week 4, 6, and 10, add topics to week 15 and 16 |  11/10 |
| KINS 24A | Approved with topic correction in week 15 and replace topic in week 16 |  11/10 |
| KINS 24B | Approved with replace topic in week 16 |  11/10 |
| KINS 24C | Approved with replaced topic in week 16 | 11/10  |
| KINS 26A | Approved with replaced topic in week 16 | 11/10  |
| KINS 26B | Approved | 11/10  |
| KINX 18 | Approved with topic correction and replace topic in week 16 | 11/10  |
| KINX 19 | Approved with replaced topic in week 16 | 11/10  |
| KINX 2 | Approved with replaced topic in week 16 |  11/10 |
| KINX 24 | Topics don’t match. Send back to faculty |  -------------- |
| KINX 25 | Approved with removal of extra topics |  11/10 |
| KINX 26 | Approved with topic corrections in weeks 12, 13, 15 and 16 |  11/10 |
| KINX 38 | Contact faculty about high LO. Edit topics to match COR |  ------------- |
| KINX 42 | Approved with replaced topic in week 16 | 11/10  |
| KINX 46 | Approved with move topic 14 to week 16 | 11/10  |
| KINX 8 | Approved with replaced topic in week 16 | 11/10  |
|   |   |   |
| **Smartsheet** |   |   |
| PLGL 30 | Approved with topic corrections – save new version for future | 11/10  |
| VOC EST50 | Approved |  11/10 |
| VOC EST54 | Approved |  11/10 |
| VOC EST56 | Approved | 11/10  |
| VOC ITECH | Approved |  11/10 |
| VOC LWFRC | Approved | 11/10  |
| VOC MFES | Approved with topic correction | 11/10  |
| VOC MFPP | Approved |  11/10 |
| VOC MR01 | Approved | 11/10  |
| VOC PT81 | Approved with lab correction | 11/10  |
| VOC WLD01 | Approved with hours correction |  11/10 |

**CVC ALLOCATED HOURLY CAP**

Below you will find your college’s annual FTES cap. This formula is based on 2.5% of your 2018-19 FTES plus 100 and is effective July 1, 2020 - June 30, 2021.

**REVISED NetTutor FTES-Based Hourly Cap 2020-2021**

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| --- | --- | --- |
| Resource | Tool | Allocated NetTutor Hours  (as of 7/1/20) |
| Online Tutoring | NetTutor (Current Agreement with Link-Systems, Intl.) | **Mt. San Antonio College**Annual 18-19 Total FTES: **33,756**Annual Hourly Cap: **955 Hours****\*\*July-September 2020 Total Usage: 441.40 Hours**  |

**IMPORTANT**

**Colleges must work closely with Link-Systems International (LSI) to do following**

1. Colleges are responsible for keeping track of their usage/hours through the NetTutor Dashboard ([NetTutor Dashboard: Tracking Your College Usage in Real-Time Webinar](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fyoutu.be%2Fhu3ZXe8B2Lc&data=04%7C01%7Ccimpara%40mtsac.edu%7C817105c1fa99478d350f08d8826d4827%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C637402754332636543%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C2000&sdata=MkkhYyAH34VZ6oWeTHFTzqmmEcQnfJIHZM8MhXOEfWc%3D&reserved=0" \o "Original URL: https://youtu.be/hu3ZXe8B2Lc. Click or tap if you trust this link." \t "_blank))
2. Colleges who reach their hourly cap before the end of the fiscal year will need to commit to one of the following options:
	1. Purchase NetTutor hours for their college  (For information on negotiated prices visit the CVC website [System Wide Support Services](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcvc.edu%2Fexpanded-student-support-ecosystem-services%2F&data=04%7C01%7Ccimpara%40mtsac.edu%7C817105c1fa99478d350f08d8826d4827%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C637402754332636543%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C2000&sdata=yQ5Hc4qPJ6g3wD7x8iVMy%2FwUvBDLdRkeNfiiIEkppvw%3D&reserved=0) and  CollegeBuys’ [System Wide Contracts](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fspark.adobe.com%2Fpage%2FTavBbJcbYLjGi%2F&data=04%7C01%7Ccimpara%40mtsac.edu%7C817105c1fa99478d350f08d8826d4827%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C637402754332646542%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C2000&sdata=H9TvOvYDuPGUBRSRcOoinn3V6zf8ocRj9dj0PSSTKzE%3D&reserved=0) website
	2. Unfreeze existing NetTutor subscription (Contact LSI- Chuck Myers Regional Sales Representative for California cmyers@link-systems.com )
	3. Confirm an End of Service Date for NetTutor services (Contact LSI- Chuck Myers Regional Sales Representative for California cmyers@link-systems.com )