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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** | 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** | Eric Turner | **x** | Sandra Weatherilt |  | Student Rep:  Jem Bonfiglio  Leonardo Rojas |

Guests:

## **MINUTES – February 23, 2021**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: 2/2/2021 meeting – assign themes | Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | No report |
| Information Technology Advisory Committee (ITAC) Report | No report |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | No report |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) | Cidi Labs Semester Intensive – well attended  FLEX Day sessions – well attended (spell out)  Working on survey  Canvas is integrating Microsoft Teams as conference option  Proctoring platform review team is starting up  Will review tool subscriptions so there is no disruption as semester ends  IIA, IIIC, IIIA14 |
| Student Report |  |
| **DL Amendment Forms** |  |
| DL Faculty Workgroup Recommendations | The winter DL faculty workgroup met on February 2, 9, and 16, 2021. Please review recommendations (below) and vote to accept/approve the recommendations.  **The DLC accepted the workgroup recommendations and approved the DL courses to move forward to EDC.**  IB9, IIA |
| **Discussion** |  |
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| SPOT reinstatement | 132 faculty who were SPOT certified prior to August 1, 2016 were recertified as of Dec 31. 2020! However, a few missed the deadline. DLC proposed a SPOT reinstatement procedure as an amendment to the original SPOT process. In a nutshell:   * Faculty cannot teach online if they are not current with their SPOT certification * They can take 4 approved hours of courses after their recertification deadline * After completing the hours and having their evidence approved, they are reinstated; but the date for their next recertification does not move forward. It stays at the original date. * If faculty do not reinstate within another four years, they must take SPOT again.   **This process was approved to move to C&I.**  IB9, IIA, IIIC, IIIA14 |
| SPOT | See full report in OneDrive  Highlights:   * 427 faculty are SPOT certified * Humanities has the largest percentage of SPOT-certified faculty, followed by Business. * Notable is Continuing Ed. Before the pandemic, there were no SPOT-certified Continuing Ed faculty. Now, they comprise 10% of SPOT certified faculty. * 507 SPOT sign-ups since March 2020 * Almost 600 faculty currently in SPOT * 51 submitted courses in the review queue now   SPOT Submission deadlines   * March 1 for certification by summer 2021 * June 1 for certification by fall 2021 (possibly May 1 if SPOT is required for fall)   IIA, IIIC, IIIA14 |
| Equity | Awaiting appointment of online equity coordinator |
| Faculty Facilitators | Facilitators have been continued for spring 2021. There is a new way of contacting faculty facilitators: [facfac@mtsac.edu](mailto:facfac@mtsac.edu).  The DLC recommends that the college continue faculty facilitators after the campus reopens.   * Offers faculty one-on-one, peer mentoring options in course design that FCLT and IT do not. * SPOT enrollment has increased and is expected to continue. SPOT assumes Canvas proficiency which some faculty still need help on. * Effective way of communicating technology and pedagogical changes and updates in a rapidly changing field. * May form the backbone of an online Community of Practice.   IIA, IIB, IIIA, IIIC, IIIA14 |
| Video recording via Zoom Cabinet group | Cabinet appointed a workgroup to determine legal issues around recordings I.e., video, audio, and records retention. College should consult with outside legal specialists. Jaishri Mehta, Abby Wood, Michelle Shear are appointed faculty.  IB9, IIA |
| AP 4105 | Revising AP 4105 is a big job. We will tackle this in sections.  For next week:   1. Review the AP and determine if there are additional sections we should include, or sections we should eliminate. This will enable us to know exactly what needs to be revised. 2. Review the REC Task Force recommendations to update the REC section of the AP. This section has already been approved by the Senate, but was never integrated into a final version and published. Review the recommendations – this is the first section we will discuss for next week.   Both AP 4105 and the REC recommendations are in OneDrive. They will be moved to the next week’s meeting.  IB9, IIA, IIIC |

**Spring 2021 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](mailto: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**

**February 2, 2021 Meeting**

Participants: D. Chavez; K. Coreas; S. Doonan; L.E. Foisia; H. Guo; M. Hood; C. Impara; E. Lobb

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| **Course Reviewed** | **Workgroup Action** | **DLC**  **Review** |
| **Smartsheet** |  |  |
| ID 10 | Approved | 2/23/21 |
| ID 10L | Approved with edit to week 7 | 2/23/21 |
| ID 12 | Approved | 2/23/21 |
| ID 20 | Approved with edit to week 15 | 2/23/21 |
| ID 21 | Approved with edit to week 16 | 2/23/21 |
| ID 29 | Approved with edit to week 16 | 2/23/21 |
| ID 39 | Approved | 2/23/21 |
| MUSA 250 | Approved with substantial topic edits – accept comment changes | 2/23/21 |
|  |  |  |
| **DL Form** |  |  |
| BIOL 8 | Approved with topic corrections – see comments | 2/23/21 |
| BIOL 34 | Approved with topic edits, add missing topic | 2/23/21 |
| BIOL 34L | Approved with hours reduction (2 hours total), check missing accessibility box, add student-student contact | 2/23/21 |
| CHEM 51 | Approved with edit in week 16 | 2/23/21 |
| CHEM 51H | Approved with edit in week 16 | 2/23/21 |
| CHEM 80 | Approved, remove exam weeks 5 and 13 | 2/23/21 |
| CHEM 81 | Approved with edit in week 16 | 2/23/21 |
| CHLD 66 | Approved with substantial topic edits – see comments | 2/23/21 |
| CHLD 66L | Approved with topic corrections: -Deleted topic in week 8;  -Edits in weeks 10, 11, 12, 14, 15;  -Added topic in week 16, plus hour and total hours for the week | 2/23/21 |
| COUN 1H | Approved with edit in week 16 | 2/23/21 |
| COUN 20 | Approved with edit in weeks 8 and 16 | 2/23/21 |
| COUN 51 | Approved to fully online and partially online; edits weeks 2, 3, 4, 9-11, 16 | 2/23/21 |
| COUN 54 | Approved with edits to 2, 4, 5, 8, 11, 16, choose partially online as well | 2/23/21 |
| CSCI 110 | Check box; add topics Missing lecture:  -Operating system, compiler  -OS support for recursion  -Sequential and direct access files  -Introduction to object-oriented programming | 2/23/21 |
| CSCI 140 | Approved with addition Missing Lecture Topics:  -Function templates and class templates  -Exception handling  -Data structures including linked list, queue, and stack  -Preprocessor directives, bit strings, and character strings  -Standard template library  -Pointers and arrays and pointer arithmetic  Add lab to week 9 | 2/23/21 |
| CSCI 145 | Approved with check box; add missing topics  -Writing classes, encapsulation, and visibility  -Recursive programming  -Using recursion in graphics  -Implementing data structures in Java  Added to weeks 7&10 | 2/23/21 |
| CSCI 150 | Check box; add missing topics  -Processor architecture  -High-level language interface  -Disk fundamentals and file systems  -BIOS-level programming and DOS programming  Added topics to weeks 4,7,11,13 | 2/23/21 |
| CSCI 190 | Approved | 2/23/21 |
| CSCI 230 | Approved with topic edits weeks 10 and 11 | 2/23/21 |
| CSCI 240 | Approved with topic edit week 3 | 2/23/21 |
| DNCE 9 | Approved with edit to week 8: changes:  Week 8:  1. Lecture topic added (LED needs to be added as a delivery method)  2. Lab topic added | 2/23/21 |
| DNCE 18B | Approved | 2/23/21 |
| DNCE 28 | Approved | 2/23/21 |
| DNCE 29 | Approved | 2/23/21 |
| DNCE 31 | Approved with topic edit to week 16 | 2/23/21 |
| ECT 16 | Approved with topic edit to week 16 | 2/23/21 |
| ECT 17 | Approved | 2/23/21 |
| ECT 26 | Approved with topic edit to week 16 | 2/23/21 |
| ECT 67 | Approved with add topic week 3 and edit week 16 Legal aspects of construction drawings as contract documents | 2/23/21 |
| ECT 70 | Approved | 2/23/21 |
| ECT 71 | Approved | 2/23/21 |
| ECT 87 | Approved | 2/23/21 |

# **Workgroup Review Recommendations**

**February 9, 2021 Meeting**

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

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| **Course Reviewed** | **Workgroup Action** | **DLC**  **Review** |
| **Smartsheet** |  |  |
| AD 1 | Approved with minor edits week 13 and 14 | 2/23/21 |
| AD 3 | Approved with minor topic edits and hours corrections | 2/23/21 |
| AD 4 | Approved with topic edit and hours corrections | 2/23/21 |
| AD 5 | Approved with topic edit and hours corrections | 2/23/21 |
| AD 6 | Approved with topic edit and hours corrections | 2/23/21 |
| ASTR 7 | Approved with edit week 2 | 2/23/21 |
| SPAN 4 | Approved with correct title, topic corrections, update column 3 | 2/23/21 |
|  |  |  |
| **DL Form** |  |  |
| EDUC 16 | Approved with topic corrections week 15, 16 | 2/23/21 |
| ENGR 1 | Approved with topic additions, see comments | 2/23/21 |
| ENGR 18 | Approved with topic correction in week 2 | 2/23/21 |
| ENGR 1C | Approved with edits week 16 | 2/23/21 |
| ENGR 24 | Approved with edits to weeks, see comments | 2/23/21 |
| ENGR 285 | Approved with edit week 16 | 2/23/21 |
| ENGR 40 | Approved with edit week 13 | 2/23/21 |
| ENGR 41 | Approved with edit week 16 | 2/23/21 |
| ENGR 42 | Approved with edit week 16 | 2/23/21 |
| ENGR 44 | Approved with edit week 16 | 2/23/21 |
| ENGR 50A | Approved with edit week 16 | 2/23/21 |
| ENGR 6 | Approved with edit week 16 | 2/23/21 |
| ENGR 7 | Approved with edit week 16 | 2/23/21 |
| ENGR 8 | Approved with edit weeks 15-16 | 2/23/21 |
| HT 1 | Approved with edits to many weeks, see comments | 2/23/21 |
| HT 10 | Approved with edits to weeks 5, 6, 13, 15 see comments. And department meetings. | 2/23/21 |
| HT 12 | Approved with edits weeks 4, 13, 15, 16 | 2/23/21 |
| HT 14 | Approved with edits many weeks, see comments | 2/23/21 |
| HT 16 | Approved with edit week 16 | 2/23/21 |
| HT 2 | Approved with edits to many weeks, see comments | 2/23/21 |
| IDE 110 | Approve with checkbox, | 2/23/21 |
| IDE 120 | Approved with edits in all weeks see comments, add checkbox | 2/23/21 |
| IDE 130 | Approved with title change, add missing lab topic to week 3, replace topic to week 16 | 2/23/21 |
| IDE 150 | Approved with title correction | 2/23/21 |
| IDE 160 | Approved with hour correction, topic edits see comments | 2/23/21 |
| IDE 170 | Approved with topic edit week 16 no final | 2/23/21 |
| IDE 210 | Approved with minor topic edit | 2/23/21 |
| IDE 220 | Approved with topic edits week 11 | 2/23/21 |
| IDE 230 | Approved with minor topic edits weeks 10 and 16 | 2/23/21 |
| IDE 250 | Approved with topic edits see comments | 2/23/21 |
| IDE 270 | Approved with department box checked, topic edits see comments | 2/23/21 |
| JAPN 53 | Approved with add hours, exam to week 16 and copy week 14 to week 15 | 2/23/21 |
| KIN 13 | Approved with minor edit week 14 | 2/23/21 |

# **Workgroup Review Recommendations**

**February 16, 2021 Meeting**

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

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| **Course Reviewed** | **Workgroup Action** | **DLC**  **Review** |
| **Smartsheet** |  |  |
| AD 10 | Approved with minor topics and hours corrections | 2/23/21 |
| AD 11 | Approved with minor topics and hours corrections | 2/23/21 |
| AD 15A | Approved with hours correction and minor topic corrections. Needs to be lower hours. See comments. | 2/23/21 |
| AD 15B | Approved with hours correction and minor topic corrections. Needs to be lower hours. See comments. | 2/23/21 |
| AD 8 | Approved with topics corrections and hours correction in week 16. | 2/23/21 |
| AD 9 | Approved with minor hours corrections and topic corrections. | 2/23/21 |
| LIT 14 | Approved | 2/23/21 |
| MENT 56 | Approved with changes. Hours too low. Should be at least | 2/23/21 |
| MUSA 220 | Approved with minor topic correction in week 16 | 2/23/21 |
| SIGN 250 | Approved, topics match COR with edit to Week 16 and punctuation edit in Week 2 | 2/23/21 |
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| **DL Form** |  |  |
| ARTB 14 | Approved with title correction, minor topic edits weeks 3 and 16, add hours week 9 for AN | 2/23/21 |
| KIN 15 | Approved with minor topic correction week 15 | 2/23/21 |
| KIN 19 | Approved with Topics match COR with minor edits in weeks 7, 10, 11, 13, 16 | 2/23/21 |
| KIN 39 | Approved with LOs need to be removed from weeks 5, 6, and 7 | 2/23/21 |
| KIN 40 | Approved with remove LO week 12 and minor edit in week 16 | 2/23/21 |
| KIN 85 | Approved with add CO time week 1 | 2/23/21 |
| KINF 36A | Approved with minor edit week 16 | 2/23/21 |
| KINF 36B | Approved with minor edit week 16 | 2/23/21 |
| KINF 51B | Approved with minor edit week 3 | 2/23/21 |
| KINF 52A | Approved with minor edit week 16 | 2/23/21 |
| KINF 52B | Approved with minor edit week 16 | 2/23/21 |
| KINI 4A | Approved | 2/23/21 |
| KINI 4C | Approved | 2/23/21 |
| KINL 18 | Approved with topic edits weeks 2, 13, 15, 16, see comments | 2/23/21 |
| KINL 2 | Approved with topic edit week 4 | 2/23/21 |
| KINS 16B | Approved with topic edits, see comments, weeks 3, 8, 14-16 | 2/23/21 |
| KINS 2A | Approved with topic edits weeks 11 and 16 | 2/23/21 |
| KINS 2B | Approved with topic edits. 5, 7, 8, 16, see comments | 2/23/21 |
| KINX 10 | Approved with topic edit week 16, fix capitalization | 2/23/21 |
| KINX 11 | Approved with topic edits weeks 1-2 – see comments | 2/23/21 |
| KINX 12 | Approved with topic edits weeks 1, 3, 5, 6, 16 | 2/23/21 |
| KINX 30 | Approved with Topics mostly match COR with edits in weeks 4-7 and 10-16. Topic added week 16 | 2/23/21 |
| KINX 32 | Approved with topic edits weeks 5 and 16 | 2/23/21 |
| KINX 38 | Approved with edits Week 1. replace "and" with ";"  Week 2. "Principles" should be "principles"  Week 14. same edit as week 1 | 2/23/21 |
| KINX 49 | Approved with edits Topics match COR with edits in weeks 4-5, 8-12, 15-16. | 2/23/21 |
| KINX 9 | Approved with edits week 8 and 16 | 2/23/21 |
| KINX 99 | Approved with edit week 16 | 2/23/21 |
| LEAD 55 | Approved with topic edits. Week 8, some topics not in LEC, check with Irene | 2/23/21 |
| MATH 100 | Approved with topic edits weeks 8, 15, 16 | 2/23/21 |
| MATH 11 | Approved with topic only in PA | 2/23/21 |