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| Logo_MtSAC_Blk_Solid_big**Distance Learning Committee**  **2021-22** |

**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** | 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** | Romelia Salinas, co-chair | **X** | Eric Turner | **X** | Sandra Weatherilt |  | Student Rep:  To be appointed |

Guests: Oli Mohammedi, Ed Estes

## **MINUTES – November 9, 2021**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: assign themes  October 26, 2021 | Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | C&I accepted the following DLC minutes: 9/28/21  The revised DL Amendment form was on the agenda at C&I but was tabled due to lack of time. |
| Information Technology Advisory Committee (ITAC) Report (Rich) | Minutes of previous meeting were reviewed with a correction to the presentation from Michael Carr. HyTech should have been HyFlex.  Antonio Bangloy gave a review of suggested changes to AP3720 – Use of Technology and Information resources and Employee Acceptable Use Agreement. The areas of concern are:   * The user ID as an immutable Key * Student email accounts * Student system access * Faculty utilizing social media   Chris Schroeder explained IT’s work on access to sharing folder/files from OneDrive and allowing employees to be able create Teams without interaction from the Help Desk.  Michael Carr gave an update on the ongoing work of the evaluation committee concerning the Student Printing System. Searching for a 3rd vendor to evaluate. |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | Has not yet met. |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) | * New Honorlock workshop in POD * Pope Tech accessibility tool based on WAVE now enabled in Canvas (latest blog post discusses + adding to CFC and FAC * 2 new Canvasadors for total of 6 (want student rep from Canvasadors?) * Harmonize pilot survey launched only to those who used tool - closes Nov 12 * FCLT working together to support POCR programming in Winter, and proposing sessions for Spring Flex, working on offerings for Spring 2022   IIA, IIIC, IIIA14 |
| Student Report |  |
| **DL Amendment Forms** |  |
| HUMA 1H  VOC BM85 | Approved with corrections  Approved with corrections  ***DL Forms will be moved forward to EDC***  IIA, IIIC |
| **Discussion** |  |
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| Academic Senate | SPOT equivalency criteria now in Senate Exec. May be added to full Senate agenda as an action item on first reading. Possibly on Senate agenda Nov 18.  IIA, IIIC |
| H.4.C | Please approve summarized recommendations in Oct 26 minutes.  ***Approved***  IB9 |
| California Virtual Campus (CVC) Update | Implementation of Student Exchange is moving forward. Still on schedule to go live by Winter 2022.  Suggested faculty communication and marketing? Basic information seems to be needed. This should be a positive message since it may increase enrollment. Make it clear to faculty that they may have students from other colleges in their courses. Students will be issued a portal account and will have access to online services like online tutoring and library. Uses the cvc.edu course finder and just “enroll” instead of “apply.”  Ideas:   * DL Listserv email * FCLT Byte topic * Magic Mountie podcast * DL webpage – link to CVC homepage   ***Romelia has reached out to Counseling to arrange a meeting specifically with counselors and set up a demo.***  ***Romelia will request that FCLT set up a webpage.***  ***FCLT, Romelia and Carol will work on messages.***  IIA, IIIC |
| POCR Update | Presented the Course Design Rubric (CDR) Orientation on November 5. 35 attendees, 9 faculty interested in moving forward with course alignment.  IIA, IIIC |
| SPOT Recertification Requests | Planning a winter series of info on CVC CDR – one-hour sessions to be presented on consecutive Friday mornings during winter intersession. Based on @ONE courses “ABCs of Course Design” and “Introduction to Accessibility.”   * Aligning Your Online Course with Section D of the CVC Rubric - Laying the Foundation * Aligning Your Online Course with Section D of the CVC Rubric - Making Your Content Accessible * A is for AMAZING! Make your Content Amazing with Section A of the CVC Course Design Rubric * Inspire Interaction With and Among Your Students Using Section B of the CVC Course Design Rubric * Create Meaningful Assessments with Section C of the CVC Course Design Rubric   Requesting SPOT recertification credit for each.  Honorlock workshop now on POD Connect. 1 hour; self-paced with quiz questions. Requesting SPOT recertification.  ***The DLC approved these requests***.  IIA, IIIC, IIIA14 |

**Fall 2021 semester dates – 8 meetings –** as needed **(finals week, summer are possible)**

**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.

**The following courses requested that their Distance Learning Amendment forms be changed from FOMA to traditional DL. (with Department Approval)**

**ANAT 10B**

**BIOL 25**