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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 |  | 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:

## **MINUTES – September 14, 2021**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: assign themes  August 24, 2021 | Approved with corrections. |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | First meeting today after DLC |
| Information Technology Advisory Committee (ITAC) Report (Rich??) | * Anthony Moore gave members an overview of his plans for a Change Management process to manage IT changes * Chris Schroder gave an overview of necessary training videos that will become mandatory for college employees for Security purposes * Michael Carr reported:   + The Return to Campus program went very well. They were able to look at 8,000 computers on campus to make sure things could restart when campus reopened.   + The Laptop Loan Program has been very successful. There have been:     - 1,395 requests made;     - 271 Tech Support interactions online     - 158 requests for one-on-one appointments     - This is a joint project with LLRSPO   + IT is searching for a new Print Management System for students to replace the current QCI system * Kate Morales reviewed the ITAC Purpose and Function Statement and made updates |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | Has not met yet. |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) | SPOT recertification workshop intensive this Friday, September 17 from 1-4 p.m. via Zoom  Pushed out course shell resource in Canvas to help faculty pivot online  Can adopt template from Commons and have connected it with Canvas Faculty Center  IIA, IIIC |
| Student Report | No students have joined the committee yet |
| **DL Amendment Forms** |  |
| AMLA 91  AMLA 98  ANIM 130  ANIM 131  ANIM 141  ANIM 146  MENT 70  MENT 70L  MENT 73T  PSYC 20 | Approved with hours corrections, edit topic  Approved with minor topic corrections  Approved  Approved with title change  Approved  Approved  Approved with capitalization and add week numbers to chart  Consult with faculty. COR says 108 hours, form has substantially more hours  Approved with add 2 hours per week, topic corrections  Approved with add two topics  ***After making corrections, the approved forms will be moved to EDC.***  IIA, IIIC |
| **Discussion** |  |
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| Goals | Review, edit, amend and approve the Purpose and Function Statement. ***Approved with amendment to function***.  Review, edit, amend and approve the goals for this year – we discussed several goals.  ***Goals discussion to continue next meeting***.  IB9 |
| SPOT Equivalencies | Final version is in One Drive.  ***The DLC approved the final version and it will be moved to C&I.***  IB9, IIA, IIIC |
| Faculty Facilitator Appointments | The following faculty were appointed as faculty facilitators by Academic Senate.   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | 1 LHE | | Julie Bray-Ali | | | | ESA | | 1 LHE |  |  | Paul Mercier |  | | CIS | | 1 LHE | | Steve Burgoon | | | | Commercial &  Entertainment Arts | | 1 LHE |  |  | Steve Schlichtenmyer | | | Arts Division | | .5 LHE | | Francesca Lee Dance | | | | | | .5 LHE | |  | Sheila Wright | | English | | | .5 LHE | | Math/Computer  Samantha Homier Sci | | | | | | .5 LHE | | John Miller Physics | | | | |   ***The DLC recommends that the facilitators suggest how their work be evaluated and bring this recommendation to DLC***.  IIIC |
| CVC Exchange Update | Mt. SAC has signed off on the TouchNet Agreement. We will be able to be a Teaching College as of Spring 2022.  IIA, IIIC |

**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.