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| Logo_MtSAC_Blk_Solid_big cisddawoo**Distance Learning Committee**  **2023-24** |

**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 and processes pertaining to distance learning
* evaluate and promote a variety of effective practices and standards for distance learning that foster student equity and success
* support sharing and collaboration among distance learning faculty by working with the Faculty Center for Learning Technology, Information Technology, Faculty Professional Development Council, and the Faculty Learning Activities Committee
* facilitate the development of an ongoing Distance Learning Plan
* coordinate with campus committees and other constituencies with regards to distance learning
* support accreditation processes

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| **X** | Joshua Cabrera | **X** | Sable Cantus | **X** | Matthew Dawood | **X** | Michael Dowdle | **X** | Katie Datko |
| **X** | Luis Echeverria-Newberry | **X** | L.E. Foisia | **X** | Lauren Greenberg | **X** | Hong Guo | **X** | Mike Hood |
| **X** | Carol Impara, co-chair | **X** | Tammy Knott-Silva | **X** | Catherine McKee | **X** | John Norvell | **X** | Sonia Ortega |
| **X** | Romelia Salinas, co-chair |  | Eric Turner | **X** | Sandra Weatherilt |  | Student Rep: |  | Student Rep: |
| Guests: | | | | | | | | | |

## **MINUTES – October 10, 2023**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes:  September 26, 2023 | Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | C&I approved the DL Amendment Form (v 4) approved by DLC last year. It has been sent to Senate Exec.  DLC minutes from May 23 2023 were accepted. |
| Information Technology Advisory Committee (ITAC) Report | Discussed Personally Identifiable Information in various systems, including Canvas and Cengage; introduced possibility of new IT survey. |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | Is no longer meeting on a regular basis. Instead FLAC is collaborating by submitting items to Rita Paige, who reports to FPDC. If you have any activities you’d like shared with Rita, please let Catherine know. |
| Office of Distance Learning & Instructional Technology Report & CVC Tech Integration Updates (Katie) | CVC-OEI Updates:   * Mt. SAC continues to pilot financial aid integration. * Admin panel will be updated with more flexibility for colleges * eTranscript issue: Colleges lose revenue through cross-enrollment * Prerequisites: Consideration for future work with C&I? * Call for [**Webinar Facilitators**](https://docs.google.com/forms/d/e/1FAIpQLScr-sBXd8Fs4xmdv8bpHOp59T3ygMtv8MlV4vco1o3s17LICw/viewform?mc_cid=a1a8d68c15&mc_eid=01dccd80c1); $500 to develop 90-minute webinar.   ODLIT   * Find Out Friday:[**Managing Quizzes & Exams in Canvas**](https://mtsac-edu.zoom.us/meeting/register/tZUvce-ppzMjGNdZBvS3GNXk-3TabpcYx7rh) 10/27 @ 11 AM * Distance Learning Week 11/6-11/9. Topics:   + Interactive Touches   + CidiLabs   + AI (asynchronous online) * Updated [**DL/SPOT Recert Page**](https://www.mtsac.edu/distancelearning/spotrecert.html) |
| Educational Technology Committee (Sonia) | No report; next meeting is Monday, October 23 |
| Student Report |  |
| **DL Amendment Forms** |  |
| ESL GVRA  ESL GVRB  ESL GRVC  ESL GVRP1  FCS 61  ID 10  ID 10L  ID 14  ID 20  ID 21  ID 23  ID 25  ID 26  ID 27  ID 31  ID 32  ID 34  ID 40  ID 41  ID 54  ID 56  MATH 110  PSYC 1A  PSYC 1AH  SIGN 206  SIGN 208  SIGN 214  SIGN 227  SIGN 245  SIGN 247  SOC 40  VOC DCIS  VOC DMB  VOC FSH08  VOC FSH59  VOC FSH63  VOC ID10  VOC ID10L  VOC ID14  VOC QLT | Approved  Approved  Approved. Check spelling week 7 and 8.  Approved  Approved  Approved  Approved with change hours per comments  Approved  Approved  Approved  Approved with change to title  Approved with Change to title. add lab designations, and correct hours weeks 1 and 15  Approved with Change to title. add lab designations, and correct hours weeks 1 and 15  Approved with correct hours - see comments  Approved with change abbreviation and hours week 1, add lab designation and add 3 hours  Approved with change abbreviation and hours week 1, add lab designation and add 3 hours  Not recommended for approval. Send back for add lab and lab topics  Approved with change abbreviation and hours week 1, add lab designation and add 3 hours  Approved with add hours. See comments  Approved  Approved. Check hours  Not recommended for approval. Return to faculty for form to be redone so it could be edited and complete accessibility checklist  Approved  Approved  Approved with change to hours  Approved with change to hours  Approved with change to hours  Approved with change to hours  Approved  Approved with change to hours  Approved  Approved with changes to punctuation. See comments  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  ***The DL Coordinator will forward the approved, corrected forms to Curriculum for EDC review, and will contact faculty who need to redo forms.*** |
| **Discussion** |  |
| DLC Goals and Purpose Function for 2023-24 | Note Vision 2020 pdf in folder – see page 7 for online item.  The DLC reviewed last year’s purpose/function, membership, and goals.   * We will discuss and edit next week. * Membership – members whose term has expired were urged to reapply. The membership list will be updated. * Goals – are there outdated goals, and do we want to add any? Patricia Quinones presentation on accessing data was discussed. Equity metrics, and faculty training, may warrant DLC subgroups for study.   ***Purpose/function, membership, and goals will be finalized at next meeting.*** |
| Distance Learning Handbook | Tabled due to lack of time.  This week the DLC will review   * Regular Substantive Interaction * Course Assessment |
| SPOT Recertification | Tabled due to lack of time.  Can we accept another college’s training for SPOT recertification? |
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**Spring 2023 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