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| Logo_MtSAC_Blk_Solid_big **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** | Katie Datko  |  **X** | Matthew Dawood | **X** | Michael Dowdle |
| **X**  | Luis Echeverria-Newberry |  | 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 | **X** |  Eric Turner | **X** | Sandra Weatherilt |  | Student Rep: |  | Student Rep:  |
| Guests:  |

## **MINUTES – November 28, 2023**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: November 14, 2023 |  Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | DLC minutes from October 10 2023 were accepted. |
| Information Technology Advisory Committee (ITAC) Report  | Will meet next week. |
| Office of Distance Learning & Instructional Technology Report & CVC Tech Integration Updates (Katie) | * [**RSI Appointments**](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Foutlook.office365.com%2Fowa%2Fcalendar%2FFCLTMichelle%40mtsac.edu%2Fbookings%2Fs%2FzGAPTwivS06NGdTav4E2xQ2&data=05%7C01%7Cjortiz265%40MTSAC.EDU%7Ce439fb97d3ce48e117be08dbcf5e1912%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C638331775482278707%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=03R6zPFr7M%2B7%2Bx9ltqgje6d4GvV2zhTGePAI9g3BURc%3D&reserved=0)

Faculty can have their courses reviewed by instructional designers! Use the link above to register. |
| Educational Technology Committee (Sonia) | * Katie presented information on test proctoring services and the issues involved in using online proctoring (technology/WiFi, privacy, cost)
* The committee finalized the draft of AP 4290 Student Academic Honesty. We voted to move the draft forward to SPEAC.
* Demos of AI detection platforms have been scheduled (Copylinks, Scaffold AI)
* Next meeting will be in Spring 2024.
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| Student Report  |  |
| **DL Amendment Forms** |  |
| GEOG 9PHIL 20BPHIL 20BHPHIL 312 (PHIL 16?) | ApprovedApprovedApprovedApproved***The DLC approved these DL Amendment forms. Carol will move them to EDC for final review.******Josh proposed a brief checklist to use with new form review. Carol will include the checklist in the comment section for future review.*** |
| **Discussion**  |  |
| Academic Senate Update | * The new DL Amendment form is launched! Links are updated.
* Tania Anders replied to my query about the DL Master Plan. She said that it seemed that the DLC made a comprehensive report at the end of the year and that the Senate did not require additional communication.
	+ The function of updating the DL Master Plan was removed from the Purpose/Function statements.
	+ No goals on the Master Plan were submitted.
	+ If administration or Senate changes their minds during review, we will change these back again.
* Purpose/function and goals were submitted to the President’s office and to C&I for Senate review.
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| SPOT RecertificationAccreditation Team  | Flex Day sessions have been submitted. Two will focus on RSI. These were requests from Senate Exec. FCLT will present “RSI for Equity and Inclusion” which has already been approved for SPOT recertification, as well as Meet Cidi Labs Tools and Managing Quizzes and Exams in Canvas (both already approved) – faculty can earn their remaining 3 SPOT recert hours.The recent DL Week had a number of SPOT recertification sessions and was attended by more than 60 faculty.Tania Anders requested the Coordinators also present an RSI topic.New session: *Assessing Your Online Course for RSI*Federal and state regulations require that faculty demonstrate Regular Substantive Interaction (RSI) in their online courses. Through the shared governance process, Mt. SAC developed a draft rubric to enable faculty to assess RSI. This session reviews pertinent RSI regulations and uses the draft rubric to demonstrate how to assess your online course for RSI. ***Approved for SPOT recertification.****Sonia and Lauren will help Carol construct samples of RSI Rubric usage and, if available, will help present on Flex Day.* |
| Distance Learning Handbook and RSI Discussion | With the DLC recommendation to reformat the DL Handbook last week, I have discontinued sectional review until a new draft is composed.Wording in RSI regulations:1. For purposes of calculating instructional time in the context of asynchronous distance education, a week of instructional time is any week in which:

**(1)** The institution makes available the instructional materials, other resources, and instructor support necessary for academic engagement and completion of course objectives; and**(2)** The institution expects enrolled students to perform educational activities demonstrating academic engagement during the week.The DLC discussed this wording and what it means for RSI. Regulations dropped the requirement against self-paced courses to prepare for competency-based education (CBE). However, with a semester based on time per week (e.g., 16-week, 8-week or 6-week course), the expectation should be that faculty engage in weekly RSI activities.The committee considered a Recommendation about setting norms and expectations for RSI.  |
| Subgroup - Equity | * Meeting Dec 5
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| Subgroup - SPOT | Met November 16. The subgroup reviewed the data that Katie analyzed from a SPOT completer survey that Katie and Catherine constructed and collected last semester.Findings:* Overall perception of SPOT was very positive. There were particular callouts for the value of the individual feedback and mentoring given during the certification process.
* The subgroup agreed on the following:
	+ Canvas skills (or the lack thereof) comprised a great barrier. The subgroup advised reaching a certain proficiency or taking a Canvas course such as “Growing with Canvas.” Still under discussion about how this would be assessed.
	+ A template with filled-in orientation pages should be provided to new SPOT enrollers.
	+ Additional methods of SPOT provision should be investigated since not everyone prefers the self-paced format (but some do). Choices included:

· 8 weeks of facilitated online meetings - 22%· Self-paced - complete checkpoints with feedback at the end of each module - 17%· Self-paced - as it is now: all work is handed in using a rubric at the end of the course - 17%· Intensive - 8 half-days facilitated workshop sessions - 16%· Intensive - 4 full-day facilitated workshop sessions - 12%· 8 weeks of facilitated in-person meetings - 11%· 8 weeks of asynchronous facilitation in a cohort - 5%There was no clear preference so the subgroup will continue to discuss. Most respondents agreed that an online course should be offered online.* + Short instructional videos and more samples were requested.
* Next meeting: December 13.
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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

Josh’s methodology that appeared to "work" on new DL amendment form was to check for:

- correct title / course info

- that either previous DL record or meeting minutes are included

- All outcomes boxes are checked (noted word of warning if they are not all checked)

- Sufficient RSI boxes are checked

- All Accessibility boxes are checked