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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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|  | Joshua Cabrera – cannot attend this semester |  **X** | Sable Cantus | **X** | Katie Datko  |  | Matthew Dawood – cannot attend this semester | **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 |  | John Norvell | **X** | Sonia Ortega |
| **X** | Romelia Salinas, co-chair |  |  Eric Turner | **X** | Sandra Weatherilt |  | Student Rep: |  | Student Rep:  |
| Guests:  |

## **MINUTES – February 27, 2024**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: December 12, 2023 |  Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | C&I starts meeting March 12.Over winter intersession, a C&I subgroup met about DL processes. Their recommendations (to be voted at C&I) are* Reintegrate new DL Form as a supplemental form into WebCMS.
* Issue department minutes template to remind departments to include DL in 5-year review and modifications. Malcolm will introduce at department chair training.
* Use COR and department minutes to initiate DL deactivation. EDC will approve the request and log in their minutes. The DL Coordinator will remove the form from the alphabetical list. The DLC will not be involved in the process of removing DL identification from the COR.
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| Information Technology Advisory Committee (ITAC) Report  | Next meeting is March 4 |
| Office of Distance Learning & Instructional Technology Report & CVC Tech Integration Updates (Katie) | FCLT:* Pre-Spring Workshops: 15 sessions between 2/12 and 2/22; 3 Flex sessions
* Spring Find Out Fridays – Topics TBD. Marathon Days on the third Friday of March, April & May. Grouped around topics. (RSI, Pedagogy, Tools, Equity)

Instructional Technology:* [Canvas Discussions Redesign](https://community.canvaslms.com/t5/Discussions-Announcements/Canvas-Release-Discussions-Announcements-Redesign/ta-p/464064)
* Assessing FERPA compliance/release of PII (Personally Identifiable Information) of tools
* Impact Course Reports available for faculty (enable through Settings --> Course Navigation)
* Current tools funded for next year: Pronto, CidiLabs, UDOIT, Honorlock, NameCoach, Screencastomatic

CVC* Enrollment data is available through [**ODLIT Dashboard**](https://linktr.ee/odlitdata)
	+ More students enrolling through cross-enrollment in other colleges
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| Educational Technology Committee (Sonia) | Next meeting is March 25 |
| Student Report  |  |
| **DL Amendment Forms** |  |
| DL Form review will begin March 12.NNM 101 | Curriculum needs DL forms early in the semester in order to schedule courses for review. The DLC has already instituted a new process of DL Form review.A large number of forms will be reviewed at the next meeting (March 12). To expedite forms, I propose that reviewers write Approved on the agenda if no further review is needed. If the reviewer would like the committee to review the form further, we could do it then. Suggested format:Approved – no further review needed ORCommittee review requested***The DLC agreed to this process for the next meeting.*** |
| **Discussion**  |  |
| Accreditation team meeting with DLC | Tomorrow, Feb 28 at 10 a.m. in the POD Loft. All DLC members are invited. |
| Subgroup - Equity | Met January 24. The subgroup will consult a representative from RIE.Question: if we designed a survey, what sorts of questions would we ask faculty? What would we ask students?Next meeting March 5. |
| Subgroup - SPOT | Met Dec 13, January 24 and February 15. Seeking DLC approval on the following recommendations:* Integrate Canvas questionnaire at the start of SPOT which faculty use to self-assess proficiency. Soft recommendation Growing with Canvas to faculty with low Canvas skills.
* Copy SPOT template into new SPOT course shells for faculty to use as guideline for SPOT creation. (This template was created using templates designed by the instructional designers.)
* Introduce a new task, Create an RSI Plan, for faculty to complete. These forms can be submitted to department chair or designee to fulfill contract 13.A.5. RSI Plan Draft is in the One Drive folder.
* Propose that Academic Senate approve a “living” orientation and syllabus that faculty can use to update their courses with timely information. (This recommendation should also go through Ed Tech and Persistence Committee.)
* Condense and/or remove some tasks; condense and reformat the SPOT rubric.

The subgroup will be looking at a proposed revision to the SPOT course this semester.Next meeting March 5.***The DLC approved the recommendations of the subgroup and asked that, in addition to these changes, synchronous elements of SPOT be enhanced.*** |
| Distance Learning Handbook | The format of v3 of the DL Handbook was accepted. The handbook will be passed to Academic Senate Exec for review.***For next meeting, each committee member is asked to review the entire handbook.******The DLC recommended adding a section on AI to Best Practices.******Several parts need to be expanded.*** * ***Assessments: Carol***
* ***Accessibility: Mike***
* ***AI: Katie***
* ***Cheating and Plagiarism: Katie***
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**Spring 2024 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