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| Logo_MtSAC_Blk_Solid_big**Distance Learning Committee**  **2020-21** |

**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** | Meghan Chen, co-chair | **X** | Matthew Dawood | **X** | Michael Dowdle |  | 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** | Eric Turner | **X** | Sandra Weatherilt | X | Student Rep:  Jem Bonfiglio  Leonardo Rojas |

Guests: Ed Estes

## **MINUTES – April 13, 2021**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: 3/23/2021 meeting – assign themes | See minutes in OneDrive. |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | DLC minutes of March 9, 2021 accepted |
| Information Technology Advisory Committee (ITAC) Report | ITAC Meeting Summary Monday April 5, 2021  · Introductions:  o Our new CTO Anthony Moore and Director, Academic Technology Michael Carr introduced themselves. Also, Kelly Coreas introduced herself as a new faculty member on ITAC  · ITAC Goals were reviewed and updated by the committee. Anthony will continue to update these goals and present them back to the committee  · ConferZoom Recordings:  o Jai Mehta distributed a report of opinions from the Virtual Recording Workgroup concerning legal issues over Zoom recordings  · Michael Carr gave us a quick update about the preparations that the IT department has been implementing for returning to campus  · Other Items:  o WebCMS came up again as a continuing issue for faculty.  § Several faculty once again voiced concerns with the application  § Monica Cantu-Chan discussed the updates being made to WebCMS  § Fawaz Al-Malood made a motion that the college should begin looking into evaluating other options to replace WebCMS |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | Meets for the first time this Friday (April 16). |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) | Close to rolling out self-paced courses.  Leading the proctoring workgroup.  FCLT blog published each week.  Planning for return to campus.  Submitted Microsoft Word Accessibility module for FPDC review. |
| Student Report | Students are part of proctoring workgroup. Viewed demo for Proctor U. Another demo scheduled for this Friday. |
| **DL Amendment Forms** |  |
| DL Faculty Workgroup Recommendations | The spring DL faculty workgroup met on March 26, April 2, and April 9, 2021. Please review recommendations (below) and vote to accept/approve the recommendations.  In addition, some programs have requested changing their designations from FOMA to traditional DL.  **The DLC accepted the workgroup recommendations and the courses will be sent for EDC review.**  IB9, IIA, IIIC |
| **Discussion** |  |
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| DL Amendment Forms |  Mt. SAC has almost 1,000 courses with approved DL Amendment forms. Another 200 forms (or so) have been approved by DLC and are in the EDC queue.   * Instruction will reach out to divisions to finalize course list. Courses will need to be approved by EDC before being eligible to be offered online in the fall. * FOMA courses are, by definition, not offered during non-emergency semesters.   IB9, IIA |
| Orientation to Online | Concerns expressed about losing student enrollments. Course orientation is a required part of a distance learning course at Mt. SAC per the DL Amendment form. Should students have an orientation to online learning? Do we have, or should we create, an orientation template? How to approach?  Two issues were discussed: Technology needs/how-to and course orientation. Recommended that tech readiness be separated from course orientation.   * Technology is a barrier for some students   + Continue laptop loaner and other tech services   + Some students have no knowledge of basic online skills such as getting into the course, sharing screens, basic Canvas. Students vary quite a bit -- Learning 2 course is a solution for both readiness and success. The Mountie Student Hub has many student resources   + Incoming freshmen or students new to college sent to learning module? Some accredited programs are requiring a technology assessment for enrolled students * Course orientation is required in online courses per Mt. SAC DL amendment form   + Remind faculty that they need a course orientation   + Set up orientation module as pre-req to go on to rest of course   + In addition to orientation module, it would be helpful to have something in student facing DL page * Meghan will organize and bring back to the DLC   + Coordinate with counselors, seen as key to helping student get started   + Get different constituency groups to describe their needs * Resources: Mt SAC Online; College of Canyons instructional page   IIA, IIB, IIC, IIIC |
| Proctoring Review Workgroup | The proctoring workgroup has been meeting every Friday morning. There are now students participating in the workgroup. Our contract with Proctorio ends at the end of June; FCLT is looking into extending the contract through summer. Demos for Proctor U and Honor Lock have been given. Proctor U requires a webcam (no options). Proctorio and Honor Lock give an option not to use webcam. Proctor Free is scheduled for this Friday, and Respondus for next week. Report to come soon.  IB9, IIA, IIIC |
| SPOT Equivalent | The @ONE course Introduction to Online Teaching and Learning (IOTL) is accepted in lieu of SPOT. @ONE has renamed this course Introduction to Asynchronous Online Teaching and Learning.  **DLC recognizes Introduction to Asynchronous Online Teaching and Learning (IAOTL) as the same as IOTL and therefore is accepted in lieu of SPOT**.  IIA, IIIC, IIIA14 |
| SPOT Recertification Request | Inspired Teaching Conference: Designing with Care (April 23)  The committee reviewed the POD proposal for the Inspired Teaching Conference: Designed with Care. Although the presenter is an expert in digital pedagogy, the learning objectives and activities did not refer to online education in particular.  **DLC recommends that members of the DLC attend the Inspired Teaching Conference and report their findings; we will consider it for SPOT recertification then**.  IIA, IIIC, IIIA14 |
| Faculty Facilitators | Starting office hours and Community of Practice for online/synchronous teaching on Fridays at noon.  IIA, IIIC |
| HyFlex | See folder for descriptions and articles on HyFlex. DLC noted:   * May include flexibility for faculty   + Possible for labs to allow distancing and faculty review? Unclear how effective it would be * Pedagogy and course delivery would be difficult   + Engaging online students would be difficult – would lead to discrepancies in student engagement   + Hard for faculty to prepare to teach class in three modalities simultaneously – how to do this well?   + Huge increase in workload * Would involve real tech investment on part of college * Is it even allowed with our recording limitations * Would capstones need this? College has let capstones run even with very low enrollment * DECO presentation by Citrus faculty who used HyFlex as a pilot.   + Used with Honors classes (highly engaged students)   + Online students attended in computer labs to maximize tech access. Not a real world situation   + Difficulties: engaging students online, sound issues (OWL picked up all sound), hard to control camera use   + Citrus is investing in this; faculty on fence   **The DLC notes student engagement and tech access may be difficult with HyFlex systems. If the college is interested in HyFlex, Academic Senate should convene a task force to examine it in detail.**  IIIC |
| AP 4105 | Our tasks this week were to:   1. Review the REC section. Participants: Carol, Catherine, Sandra, Ed, Rich.   Discussion  Revised federal regulations for regular and substantive interaction go into effect July 1, 2021. The subgroup recommended that the REC section be structured to reflect the new recommendations, which means substantial edits.   1. Next: Review the Accessibility Section. Participants: Matt, Michelle, Eric.   IB9, IIIC |

**Spring 2021 semester dates – 8 meetings –** as needed **(finals week)**

**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.

# **Workgroup Review Recommendations**

**March 26, 2021 Meeting**

Participants: K. Coreas; M. Hood; C. Impara

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| **Course Reviewed** | **Workgroup Action** | **DLC**  **Review** |
| **Smartsheet** |  |  |
| AIRM 65A | Approved with topic corrections | 4/13/21 |
| CISD 14L | Approved with adding missing topic in week 16 | 4/13/21 |
| ID 14 | Topics and hours off. Resubmit. Rescheduled 4/9 | ----- |
| ID 22 | Approved with topic edits – see comments | 4/13/21 |
| ID 26 | Approved with topic and hours edits | 4/13/21 |
| ID 27 | Approved with topic and hours edits | 4/13/21 |
| ID 31 | Topics and hours off. Resubmit. Rescheduled 4/9 | ----- |
| ID 32 | Approved with topic and hours edits | 4/13/21 |
| ID 34 | No lab topics. Resubmit. Rescheduled 4/9 | ----- |
| ID 40 | Approved with topic and hours edits. | 4/13/21 |
| ID 41 | Approved with topic and hours edits | 4/13/21 |
| ID 48 | Approved with hours corrections | 4/13/21 |
| ID 54 | Approved with hours corrections, minor punctuation | 4/13/21 |
| MUSA 230 | Approved | 4/13/21 |
| POLI 1H | Approved with hours and topics corrections | 4/13/21 |
| POLI 25 | Topics do not match. Sent to faculty 3/28. Rescheduled 4/9 | ----- |
| RAD 40 | Approved | 4/13/21 |
| RAD 50 | Approved with topic edits | 4/13/21 |
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# **Workgroup Review Recommendations**

**April 2, 2021 Meeting**

Participants: S. Burgoon; D. Chavez; K. Coreas; S. Doonan; L.E. Foisia; M. Hood; C. Impara; D. Rowley

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| **Course Reviewed** | **Workgroup Action** | **DLC**  **Review** |
| **Smartsheet** |  |  |
| CISB 51 | Approved with replace topics from repeated topics | 4/13/21 |
| CISB 60 | Approved with corrections | 4/13/21 |
| CISB 62 | Approved with corrections | 4/13/21 |
| CISB 63 | Approved with corrections | 4/13/21 |
| MENT 70 | Not recommended for approval. Should be in 16 week format, get WebCMS for review | ----- |
| MENT 70L | Not recommended for approval – create in 16 week format | ----- |
| VOC AGG01 | Approved | 4/13/21 |
| VOC AGR01 | Approved | 4/13/21 |
| VOC AGR05 | Approved | 4/13/21 |
| VOC AGR40 | Approved with edits to lab topics in weeks 2,7,8, 9,10, 12 | 4/13/21 |
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| **DL Form** |  |  |
| NURS 3 | Approved | 4/13/21 |
| NURS 4 | Redownload WebCMS COR for next review. Rescheduled 4/16 | ----- |
| NURS 6 | Approved with corrections see comments | 4/13/21 |
| NURS 7 | Approved with corrections to activities and minor edits see comments | 4/13/21 |
| NURS 8 | Approved with addition to week 1 | 4/13/21 |
| NURS 9 | Approved with checkbox, Removed Exam from week 10  -Minor edits to weeks 14, 15 & 16 | 4/13/21 |
| OCEA 10H | Approved with checkbox | 4/13/21 |
| PHOT 58 | Approved with add lab topic in week 15, edit week 16 | 4/13/21 |
| PHYS 1 | Approved AN week 13 remove, week 9, 14, 15 | 4/13/21 |
| PHYS 2AG | Approved with checkbox and minor edit week 16 | 4/13/21 |
| PHYS 2BG | Approved with edits weeks 4 and 16 | 4/13/21 |
| PHYS 4A | Approved with edits 6, 7 & 16 | 4/13/21 |
| PHYS 4B | Approved with edits to lab topics – add entire topic, not abbreviation | 4/13/21 |
| PHYS 4C | Approved with edits: -Lab topics were cut off in provided COR but match topics in WebCMS add entire topic  -Minor edit to week 16 | 4/13/21 |
| PUBH 27 | Approved with add Food Safety to week 12; edits weeks 1, 8, 9 | 4/13/21 |
| RAD 31 | Approved with add author, check missing accessibility boxes, add space in weeks 4, 7, 8 | 4/13/21 |
| RAD 61A | Approved with add missing topic week 8, edit week 2 | 4/13/21 |
| RAD 63 | Approved with add author | 4/13/21 |
| RAD 64 | Approved with add author | 4/13/21 |
| RAD 70 | Approved with add author | 4/13/21 |
| RAD 71 | Approved with add author | 4/13/21 |
| RAD 72 | Approved with add author | 4/13/21 |
| STEM 99 | Approved | 4/13/21 |
| SURV 1A | Approved with remove final lab exam | 4/13/21 |
| SURV 1B | Approved with remove final lab exam | 4/13/21 |
| THTR 10 | Approved | 4/13/21 |
| THTR 11 | Approved with add topic Using the moment before to instigate a successful rehearsal. to week 6, F2F week 8, 15 delete – and week 9 LEC. Add lec to week 15, move topic into that spot. See comments | 4/13/21 |
| THTR 12 | Approved with add s-s contact in first 8 weeks of class | 4/13/21 |
| THTR 13 | Approved with punctuation edits | 4/13/21 |
| THTR 14 | Approved with topic edits, add missing topic, and punctuation; see comments | 4/13/21 |

# **Workgroup Review Recommendations**

**April 9, 2021 Meeting**

Participants: S. Burgoon; D. Chavez; K. Coreas; S. Doonan; L.E. Foisia; M. Hood; C. Impara; D. Rowley

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| **Course Reviewed** | **Workgroup Action** | **DLC**  **Review** |
| **Smartsheet** |  |  |
| FASH 9 | Approved with edit week 15 and capitalization edits | 4/13/21 |
| ID 14 | Approved with remove colons | 4/13/21 |
| ID 23 | Approved with edits weeks 1, 2, 3, 8, and 16 add lab topic to week 1 | 4/13/21 |
| ID 31 | Approved with edits Week 5,6,8-15 lab topic edited to match COR  And correct hours total in week 1 | 4/13/21 |
| ID 34 | Approved with edits weeks 13, 15 | 4/13/21 |
| ID 37 | Approved with correct week 7 total | 4/13/21 |
| ID 56 | Approved with change in hours to 54, cut one hour per week | 4/13/21 |
| LIT 10 | Approved with change to week 1 hours, capitalization | 4/13/21 |
| LIT 11A | Approved with topic corrections | 4/13/21 |
| LIT 11B | Approved with minor edits | 4/13/21 |
| MUSA 120 | (DL Form) Approved with  Missing topic: "Effective mix techniques: fader, levels, and pan" added to wk.10 and edit week 16 | 4/13/21 |
| MUSA 130 | Approved with check department and new checkboxes | 4/13/21 |
| MUSA 210 | Approved with Missing LEC Topics:  -Digital Audio Workstations (DAWs) in audio for visual settings  -Editing visual media to music  Missing LAB:  -Arranging music, ambience, and effects  Added to wk. 15 in folder  Check department and new checkboxes, week 16 hours | 4/13/21 |
| NF 20 | Approved | 4/13/21 |
| POLI 25 | Approved | 4/13/21 |
| SIGN 104 | Approved with raise hours, COR 216 now at 183 – add a half hour to weeks? | 4/13/21 |
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| **DL Form** |  |  |
| AERO 254 | Approved with minor edit week 16 | 4/13/21 |
| AGLI 18 | Approved with edit week 16 and spreadsheet checkbox | 4/13/21 |
| AGOR 39 | Approved with edits weeks 7 and 16, change AU to LEC | 4/13/21 |
| AGOR 62 | Approved with edits weeks 11, 15, 16, change AU to LEC | 4/13/21 |
| AGPE 73 | Approved with add final exam to week 16 | 4/13/21 |
| AIRT 151 | Approved with add final exam, check department | 4/13/21 |
| AIRT 201 | Approved with add final exam, check department meeting | 4/13/21 |
| AIRT 203 | Approved with add final exam | 4/13/21 |
| AIRT 251 | Approved with add final exam | 4/13/21 |
| ANAT 10B | Approved with Edit week 1, 3,5,6,8,9,10,15 lec. Missing topic: Reproductive physiology added to week 15 seemed to match the lab.  Lab Edits - week 4,10 and 16. Missing lab - Conducting experiments covering physical (membrane) transport. Not sure where to add.  Week 15 has a lab topic that is not in the COR so I added the missing LA topic there. | 4/13/21 |
| ANAT 35 | Approved with Lec edits week 1, 2, 3, 4, 12, 13, 14, 16.  Lab edits week 16 | 4/13/21 |
| ANAT 36 | Approved | 4/13/21 |
| BIOL 17 | Approved with Topics added to wks. 8&9 | 4/13/21 |
| KINF 25 | Approved with add student to student contact, Edits to wks. 11, 1213 14, 16  Cut activity hours to add s-s contact; total hours 108 | 4/13/21 |
| MFG 220 | Approved with Added LA to wk 16.  Removed final exam.  Topics match COR  Minor edits to wks 3 & 4 and check New checkbox | 4/13/21 |
| THTR 9 | Approved | 4/13/21 |
| THTR 15 | Approved with Week 2 topic not in COR, duplicated week 3 topic in week 2. | 4/13/21 |
| THTR 16 | Approved with contact faculty to reduce 2 hours per week, should be 171 – 27 hours too high – delete AN week 8 - capitalization | 4/13/21 |
| THTR 17 | Approved with Missing topic: Auditions with script on camera  Need topics week 13-15 suggest adding it there.  Weeks 5 and 7 are also missing topics.  See table for suggested topics. | 4/13/21 |
| THTR 19 | Approved with contact faculty to reduce 2 hours per week, should be 171 – 27 hours too high –capitalization | 4/13/21 |
| THTR 21 | Approved with week 2 edit and capitalization edits throughout | 4/13/21 |
| THTR 25 | Approved with REC added to weeks 1-9, capitalization edits and edit to week 16 | 4/13/21 |
| THTR 27 | Approved with capitalization edits, edit to week 16, and deletion of AU/VI topics. | 4/13/21 |
| THTR 28 | Approved with topic edits and delete LO in week 7 | 4/13/21 |
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**The following courses requested that their Distance Learning Amendment forms be changed from FOMA to traditional DL.**

**ARTD 15A**

**ARTD 20**

**ARTD 25A**

**BIOL 4 (now BIOL 101)**

**BIOL 4H (now BIOL 101H)**

**ENGR 1C**

**FIRE 7**

**FIRE 8**

**FIRE 9**

**FIRE 11**

**FIRE 12**

**MATH 100**

**MATH 11**

**MATH 110**

**MATH 110H**

**MATH 110S**

**MATH 120**

**MATH 13**

**MATH 13**

**MATH 130**

**MATH 14**

**MATH 140**

**MATH 15**

**MATH 150**

**MATH 16**

**MATH 160**

**MATH 18**

**MATH 180**

**MATH 181**

**MATH 18A**

**MATH 18B**

**MATH 260**

**MATH 280**

**MATH 285**

**MATH 290**

**MATH 5**

**MATH 51**

**MATH 7**

**MATH 71**

**MATH 71A**

**MATH 71B**

**THTR 10**

**THTR 11**

**THTR 20**

**THTR 9**