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| Logo_MtSAC_Blk_Solid_bigdawoo**Distance Learning Committee**  **2022-23** |

**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** | Michael Carr | **X** | Matthew Dawood | **X** | Michael Dowdle | **X** | Katie Datko |  | Luis Echeverria-Newberry |
| **X** | L.E. Foisia | **X** | Hong Guo | **X** | Mike Hood | **X** | Carol Impara, co-chair |  | Tammy Knott-Silva |
| **X** | Catherine McKee | **X** | John Norvell | **X** | Sonia Ortega | **X** | Romelia Salinas, co-chair | **X** | Sandra Weatherilt |
|  |  |  |  |  |  | **X** | Student Rep:  Laksh Kalra |  | Student Rep: Delia Palacios |
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## **MINUTES – May 9, 2023**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes:  April 25, 2023 | Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | EDC will not be meeting after April 25, 2023. |
| Information Technology Advisory Committee (ITAC) Report | ITAC met. Technology Master Plan has been posted after incorporating feedback from faculty, students, and staff. This can be found on the IT website.  New software product called LabStats can help with prioritization with preparation for terms about what new software needs to be installed. |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | FLAC met May 3. Catherine and Eva reported on the SPOT Recert Intensive (May 12). Not a lot of faculty-specific training is currently planned for summer. Tania Anders is soliciting submissions for fall Flex Day which will be held via Zoom on Friday, August 25. |
| Office of Distance Learning & Instructional Technology (Katie) | **FCLT**   * Online Assessments & Emerging AI Platforms 5/19 @ 1:30 PM * DLC + FLCT Recert Sessions   + 10:00 – 11:00 AM — Equity, Access, and Instructional Technology   + 11:15 AM – 12:15 PM — Improving Equity in Your Online Course Through CVC Alignment: Best Practices   + 1:30 – 2:30 PM — Regular, Substantive Interaction (RSI) for Equity and Inclusion   + 2:45 – 3:45 PM — Ain’t No Distance Far Enough: Examining Online Equity Through Research Inquiries   **Office of DL & Instructional Tech**   * Copyleaks Demo continuing * Demo for Respondus – working out technical details – eg. cannot be downloaded onto loaner laptops * New AI detector for entire [Canvas LMS](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Furl1475.gptzero.me%2Fls%2Fclick%3Fupn%3D2ayNSsrZIc2bKzPfb4i9m6nAQNx0WcI96WAm9-2B62vItspAYU8Rt54sGvk5OujBXHwBBh_arGW5sgz3stVaGtSNDteH-2FAJBdkI0UKU4iOzTyQkShuXk-2F6Td9CZGZ43Fgg8l2FxborGpRCYQbmV96DA8VIh4SySxgUKNEDsw1ZVx7uP90IDC33xqhEklOzI6E9FNmo29HRuQfsRljigH1tv0CEY2O-2BdQ8K1dPEWXTsYGlktTz8tjCFf2Ho6e-2BeTsvcmKGcso-2BfZBpuDm9pbXc78hNSpFW3zRjBGcwIdwr-2Fg-2BRxG7tG2Tx-2FWmcd6hP8OnmCpf0emW7HUzVHN9BaSz2YQHiD3O8t-2Br5MjhHBgAdMd2FwmYF0ZtDKVBomZDU1gFM4cm4ssGcwgmslQvVxv-2FMmRU7eHM-2BYbesT9Y2W5ROMkQ4pC3DgwuhqnD0FoTX1R3hq68VkWQz2Uy6E0N2G9bcKXsNfYmJM4z6F3U715DqCD7-2FmXq95LWwtkbuEN-2BzoqNmUoO4unElZaiavowzNV7mGcH38032z7McXj47ADyWiuwRWHXxXXaPmwmN4-2BXrGL9C8IGf8Dka7IQ2rasaoU-2BesQ5Ea4V3i9ED2KTLG19p2-2BIsXMBCcptmZwfOUYuzXPrlJ3RchQz1DFejiUKrXXCf5hVXUCFP8Im3ZdxKbcx6sm1z7GDLwhSjWa8YapnPySnwhMaIxKJGUgGpHLEvQw1QXeCcF0fkV91huwcusxYB9g3EG1uK-2BYjzYCPRqNaIoAf0kiRqBtoSxQlWmJIwWMWzRS3hqyC99LslW856S6aubbPv080DmovARLVXvEjK9TjpQq6h2IPugww-2BeYSmf-2BuwZ-2Foxe1PAkVoGNy5VW7SLrh5VcY0rxZBrr-2F4L5VJs48HrdBY6osIaw90r-2FdsYNBgo9p3BRcUhPz8bwisHhGDj-2FPblsSWBs-3D&data=05%7C01%7Ccdatko%40mtsac.edu%7C3e33f39f46e84393336d08db50adc153%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C638192479445843841%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=1ils2qn%2B8AgzQHstvB7fncVXATj4mLcrMbio4SpA4To%3D&reserved=0) through GPT Zero. Detects AI content before submissions. Interested in a demo – email Katie [cdatko@mtsac.edu](mailto:cdatko@mtsac.edu) * CVC Updates;   + Focus will be on cross-enrollment   + Technology management will be through the Foundation for CCCs.   + Updates will be made to the Consortium Agreement   + POCR will be less of a focus   + Professional Development RPI will go to the CCC Board this month. PD will be TBD.   + @ONE will continue to offer courses through summer.   [**Online Teaching Conference**](https://onlineteachingconference.org/) reminder: 6/21/23-6/23/23. Four members of the FCLT/ODLIT Team are presenting. |
| Student Report |  |
| **DL Amendment Forms** |  |
| On Consent  Forms for Review and Approval  ACCS 36  ACCS 37  BS ABE01  BS ABE02  BS TR01  BUSM 61  CHEM 9  CISP 10  FASH 9  FASH 25  FASH 59  FASH 63  MUS 171  VOC ANA50  VOC BM62  VOC CSB15  VOC PH11A  VOC PH11B  VOC PHO14  VOC PHO16  VOC PHO21  VOC PHO24  VOC PHO28  VOC PHO30 | “On Consent” indicates DL Forms that were created less than two years ago in response to the pandemic, and there are no changes as the course goes through 5-year review.  Forms must be reviewed if any of the following have changed: Course title, course identifier, lecture topics, lab topics, units, proportion lecture to lab.  Approved with edits to hours  Approved but correct activity and hours per comments  Approved  Approved with topic edit in week 10  Approved  Approved with check formatting in column 4  Approved with hours and topics added (contact faculty?)  Approve with update topics, (too few) hours, and accessibility checklist.  Approved with topic edits (see comments)  Approved with topic edits  Approved with add topic  Approved with add topic  Approved with delete extra topic and hours and check RSI  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved with hours correction in week 4  Approved with update to title and course identifier  Approved with edit hours to weeks 12, 13, and 15  Approved with edits to hours 13 and 15 hours  ***These forms will be sent to Curriculum for review in the fall.*** |
| **Discussion** |  |
| Senate Referral to DLC: DLC requested to make recommendations to address gaps in support for DL Students. | Review of statement draft. The statement was approved and will be included in the next DLC report to Senate. The Sample Tech Page needs a final update.  ***Mike and Sandra will finish updating this section.*** |
| Online Equity Day | DL (SPOT) recertification intensive with an equity focus is this Friday! Sessions will highlight Keynotes from Romelia’s research and Hong’s research; how going through the POCR process can help integrate equity into a course; an FCLT Equity and Instructional Technology presentation; and an RSI presentation. (See Office of DL & Instructional Tech update for list of sessions.) |
| Distance Learning Handbook | This week the DLC will review   * Regular Substantive Interaction * Course Materials   ***The wording in this section was so old that the DLC needs to review it again. This section will be reviewed next meeting as well.***  The next sections to review will be:   * Course Assessment * Student Privacy * Accessibility of Distance Education Courses |

**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