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| Logo_MtSAC_Blk_Solid_big**Distance Learning Committee**  **2021-22** |

**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** | Matthew Dawood | **X** | Michael Dowdle | **X** | L.E. Foisia | **x** | Hong Guo | **X** | Mike Hood |
| **X** | Carol Impara, co-chair |  | Tammy Knott-Silva | **X** | Catherine McKee |  | Stacie Nakamatsu | **X** | Michelle Newhart |
| **X** | Rich Patterson | **X** | Romelia Salinas, co-chair | **X** | Eric Turner | **X** | Sandra Weatherilt |  | Student Rep:  To be appointed |

Guests:

## **MINUTES – August 24, 2021**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: assign themes  June 8, 2021  August 16, 2021 | See minutes in OneDrive.  Approved  Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | No meeting yet this semester |
| Information Technology Advisory Committee (ITAC) Report (Rich) | No meeting yet this semester |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | No meeting yet this semester. |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) | FCLT offered 11 workshops in the last two weeks leading up to term. Attendance ranged from 8-30 people. Flex Day presentation on Using Canvas when you return to Campus was well attended.  Continuing to prepare support materials for faculty, e.g., syllabus language, 2-week pivot template to go into Commons.  Continuing to work on self-paced items  SPOT Recert intensive planned for September 17  Rolled out Honorlock, retired Proctorio; readopted Pronto; discontinued Otter (accounts rolled over as free accounts); piloting Harmonize  IIA, IIIC |
| Student Report | No students on committee as yet |
| **DL Amendment Forms** |  |
| AGLI 30 | AGLI 30 is scheduled to be taught online without an approved DL form. ***The DLC approved the form to be moved forward to EDC.***  IIA, IIIC |
| **Discussion** |  |
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| DL Amendment Form Update | The DL Amendment Form Faculty Workgroup has reviewed >1,500 DL forms for courses that went online from summer 2020-summer 2021. The project is completed! Thanks to: Kristina Allende, Steve Burgoon, Dalia Chavez, Kelly Coreas, Shelley Doonan, Hong Guo, Mike Hood, L.E. Foisia, Elizabeth Lobb, Dianne Rowley.  ***The DLC will be reviewing DL Amendment Forms from now on. We will use the “teams” concept to keep workload balanced.***  IB9, IIA, IIIC |
| SPOT Report | * As of August 24, 2021, 676 faculty are SPOT certified. * There was a tremendous surge of certifications responding to the June 30 contract deadline. 110 faculty were certified in June, including 20 on June 30 alone. Kudos to Catherine McKee, Mike Dowdle, Sandra Weatherilt, Hong Guo, and Elizabeth Lobb for their hard work this summer. * August 1 is the submission deadline for possible winter 2022; October 1 is the submission deadline for possible spring 2022. * SPOT reviewers this fall are: Catherine McKee, Mike Dowdle, Sandra Weatherilt.   ***Congratulations on your stupendous efforts, SPOT Team!***  IIA, IIIC, IIIA14 |
| Online Equity Coordinator selected | Oli Mohammed has been appointed by Academic Senate to design and deliver online equity training at Mt. SAC and to consult and advise current training and online processes. She may join us for future meetings.  IIA, IIIC |
| SPOT Recertification | Please vote to approve the following sessions for SPOT Recertification:   1. Clean Up Your Canvas Courses with TidyUP (1 hour) 2. Introduction to PlayPosit: Adding Engagement to Your Videos (1 hour) 3. Harmonize: Improved Discussions in Canvas (1 hour) 4. Honorlock Online Exam Proctoring in Canvas (1 hour)   ***All courses were approved for SPOT recertification.***  There is an online SPOT recertification intensive scheduled for **Friday, September 17, from 1 – 4 p.m.** It is available in POD Connect now.  IIA, IIIC, IIIA14 |
| Faculty Facilitators | Side Letter #4 states: “The District shall provide 6 LHE to the Distance Learning Committee to support Faculty Mentors (called “Faculty Facilitators”) during the Fall 2021 term. Faculty Facilitators will assist faculty in online teaching, Canvas course shell creation, and online applications such as Canvas equation editor and LaTeX, specialized apps for instruction in mathematics and the sciences, and Mt. SAC accessibility standards. The Distance Learning Committee, an educational administrator designated by the Vice President of Instruction, and the Faculty Association will collaborate to select the Faculty Facilitators and evaluate the program’s efficacy.”  ***The DLC supports the appointment of faculty facilitators and will contribute ideas for evaluation.***  IIA, IIIC |
| Goals | We need to create and submit committee goals. Please review last year’s goals before next meeting to determine: are there any we have completed and therefore can remove? Are there any we should continue this year? Are there any new goals we should include?  Also review the Purpose and Function statement and your term. Are these correct?  ***The DLC will finalize P&F and Goals at the September 14 meeting.***  IB9, IIA |
| SPOT Equivalencies | We need to submit the process to Academic Senate. Please review the process in the One Drive folder so we can finalize our recommendation.  ***The DLC discussed format and emphasis. There were sections that were redundant. Carol, Catherine, and Michelle will work on the recommendation and open it for DLC review before the next meeting. Hopefully the DLC will finalize the recommendation on September 14.***  IB9, IIA, IIIC |

**Fall 2021 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](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.

**The following courses requested that their Distance Learning Amendment forms be changed from FOMA to traditional DL.**

**CSCI 110**

**CSCI 140**

**CSCI 145**

**CSCI 150**

**CSCI 190**

**CSCI 220**

**CSCI 230**

**CSCI 240**

**JOUR 102**

**MUS 17B**

**R-TV 18**

**R-TV 32**