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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** | Eric Turner | **X** | Joshua Cabrera | **X** | Matthew Dawood | **X** | Michael Dowdle | **X** | Katie Datko |
| **X** | Luis Echeverria-Newberry |  | L.E. Foisia | **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** | Sandra Weatherilt | **X** | Sable Cantus | **X** | Lauren Greenberg |  | Student Rep: |  | Student Rep: |
| Guests: | | | | | | | | | |

## **MINUTES – September 12, 2023**

**Welcome new committee members, Josh, Sable, and Lauren!**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes:  May 23, 2023 | Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | C&I approved DLC Minutes from 4/25/23.  C&I discussed the DL form at its last meeting. Minutes:  DLC allowed a consent item this past year. If programs submitted a DL amendment form during the pandemic and were not making modifications, the committee would take a form from 2020. If programs made any changes, they are supposed to submit another form. C&I agreed to retire the consent process and have all course forms go through DLC. Malcolm will report to the senate that programs must submit a DL form even there is already a DL form and there are no modifications. |
| Information Technology Advisory Committee (ITAC) Report | ITAC has not met |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | FLAC has not met yet. |
| Ed Tech (Sonia) | Sonia Ortega will be sitting on Ed Tech! Thanks for being the DLC/ET conduit! |
| Office of Distance Learning & Instructional Technology Report & CVC Tech Integration Updates (Katie) | * @One has been funded for 3 years. They will continue to offer classes and support POCR. * The CCCO has contracted for the following platforms for 4 years:   + Canvas   + Canvas Studio   + Impact (messaging, in-line help, analytics) * New platforms added this year:   + UDOIT Accessibility Checker   + Turnitin Plagiarism Checker * FCLT will offer Find Out Fridays 9/15, 10/6, 10/27 * National Distance Learning Week is 11/6-11/10. The FCLT is planning on offering additional synchronous workshops and launching a new asynchronous workshop on AI. * Heads Up – ODLIT will be looking for faculty to help inform the unit (mission, vision, goals, etc.). More information to come. |
| Student Report |  |
| **DL Amendment Forms** |  |
| ACCS 38  ARTC 165  ARTC 200  ARTC 230  BUSO 26  BUSS 85  CHLD 11  CHLD 66L  CISB 11  CISB 21  CISB 60  CISN 24  CISN 24L  CISN 51  CISN 51L  CISN 71  FCS 41  HRM 61  MATH 13A  MATH 130  MICR 22  MICR 26  MUSA 120  NF 10  NF 12  NF 20  NF 25  NF 28  VOC BS36  VOC BS85  SPAN 1S | Approved with corrections to hours and check topics.  Approved with topic corrections.  Approved.  Approved.  Approved. Check hours alignment and check topics.  Approved; check topics, title, topics weeks 5 and 16.  Approved with topic edits.  Approved with amend title and topics per comments.  Not recommended for approval. Add lab topics and hours.  Approved with minor edits to topics.  Approved with topic edits.  Approved with edit week 16.  Approved with topic edits.  Approved.  Approved with topic edits.  Approved with accessibility checkboxes, capitalizations, check “revised.”  Approved with amend week 16 topic.  Approved.  Approved.  Approved.  Approved with add lab final and hours.  Approved with amend topic, amend title, and amend abbreviations.  Approved with topic amendment, title amendment, and add lab final and hours.  Approved. Check topics and title.  Approved. Check topics.  Approved. Check topics and title.  Approved. Check topics and hours week 1.  Approved. Check topics.  Approved. Check topics.  Approved. Check topics and hours week 7.  Approved via email with edits to title and topic. |
| **Discussion** |  |
| New DL Amendment Form Proposal | As you may remember, Mt. SAC’s DL Amendment form was created 20+ years ago and has been revised but not overhauled since that time. The DLC DL Amendment form workgroup met this summer to review other college’s forms and propose a new form for Mt. SAC.  **The proposed form was introduced. DLC will vote next meeting. In addition, DLC members were asked to consider how to submit the form.** |
| SPOT Recertification Requests | This year’s cohort is the largest ever – almost 200 faculty, of which 15 have achieved recertification so far. The following sessions were offered over the summer or for FLEX Day.  ***Interactive Touches for a More Engaging Online Course***  ***Top Tips for Student Friendly Courses***  ***Leveraging AI for Your Teaching (Asynchronous)***  ***Managing Quizzes & Exams in Canvas***  **The DLC approved the above sessions for SPOT recertification.**  **Specific Accessibility Playlist sessions will be approved as they are introduced.** |
| Goals and Purpose Function | Please see last year’s goals and P/F in preparation for creating new ones in future meetings. |
| Distance Learning Handbook | The DL Handbook has been updated up to the last review (through Regular Substantive Interaction). V2 is the updated version. The older version is included in the folder as reference.  The DLC was informed of progress so far and is asked to review Regular Substantive Interaction and Course Assessment for next meeting. |
| POCR Update | The POCR team aligned 14 courses using the SEAP grant of 2022-23. Total Mt. SAC courses are now at 44. Grant funding is not available through previous channels for POCR. POCR needs to find a separate funding source. |

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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

***Interactive Touches for a More Engaging Online Course (Flex Presentation) 1 hour***

***Interactive Touches for Text Content 1 hour***

***Interactive Touches for Video Content 1 hour***

Engaging students in active learning increases retention and sustains learning over time. By adding small interactive touches to passive content, you can increase active learning opportunities, offer immediate feedback, heighten attention, and help learners assess their understanding. Join this workshop to explore practical ideas for infusing your course with small interactive touches that can enhance active learning and promoting understanding and retention without increasing your grading load!

***Top Tips for Student-Friendly Courses 1 hour***

In this session, FCLT will draw on their Instructional Design expertise to offer their top tips for creating student-friendly courses in Canvas for any modality: online, hybrid, and in-person courses.

A key component of effective and equitable instructional design is user friendliness. In a course where students are your end users, designing with student-friendliness in mind benefits both you and your students. Implementing course design principles in Canvas supports Regular and Substantive Interaction (RSI), Universal Design for Learning (UDL), Diversity, Equity, Inclusion, Social Justice, Anti-Racism, and Accessibility (DEISAA), and Humanizing. Student-friendly course design helps to create a welcoming and interactive course that your students can navigate successfully. This in turn increases student success rates, sense of belonging, and engagement while reducing cognitive overload and frequently asked questions.

Learn to apply student-friendly course design principles to make your subject matter shine and your students shine even brighter!

***Leveraging AI for Your Teaching (Asynchronous) 2 hours***

Have you wondered how AI can help you with your teaching? This hands-on asynchronous workshop will introduce you to ways in which you can use emerging AI tools to help you design online learning materials and activities. You’ll have a chance to explore, evaluate and utilize this technology to enhance your classroom, streamline your workload and better serve your students.

***Managing Quizzes & Exams in Canvas 1 hour***

Are you looking to improve or streamline your quiz/exam process in Canvas. Attend this session to learn about setting up different types of quizzes; managing, organizing, and bookmarking question banks; modifying point values, assigning quizzes and modifying for accommodations; copying quizzes and question banks; and using New Quizzes, and Respondus.

***Accessibility Playlist in POD (Asynchronous) 12+ hours total***

Accessibility training options for Mt. SAC Employees that are available from POD. General workshops appear first, followed by website, Canvas, and document accessibility workshop options.

Curated in coordination with the **Leading From the Middle** Accessibility Group. Two workshops, ***Microsoft Word Accessibility Basics*** & ***Canvas Accessibility Basics*** already approved for recertification.