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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** | Ron Bean | **X** | Meghan Chen, co-chair | **X** | Matthew Dawood | **X** | Michael Dowdle | **X** | L.E. Foisia |
| **X** | Hong Guo |  | Mike Hood | **X** | Carol Impara, co-chair | **X** | Tammy Knott-Silva | **X** | Catherine McKee |
| **X** | Stacie Nakamatsu | **X** | Michelle Newhart | **X** | Rich Patterson | **X** | Sandra Weatherilt |  | Student Rep: |

Guests: Hugo Aguilera

## **AGENDA – SEPTEMBER 8, 2020**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| **Welcome, New Committee Members Mike Hood and L.E. Foisia!!** | |
| Approval of DLC minutes: 7/28/2020 meeting – assign themes | Approved with corrections |
| **Reports:** |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | No C&I meetings are held over the summer. |
| Information Technology Advisory Committee (ITAC) Report (Rich) | No ITAC meetings are held over the summer. |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | No meeting since July 23. |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) | CIdi Labs, SCoM, and Lights! Camera! Caption!: Sept 17  SPOT recert intensive: Oct 2  Accessibility trainings Sept 14-16 offered by 3Play Media  Cidi Labs beginning and advanced: November – date TBD  Office hours continue Wednesdays and Thursdays via Zoom (link in POD)  Revamping online content on FCLT Website and Canvas Faculty Center. Please check it out!  FCLT Newsbytes blog rolled out! Access via direct link: https://fclt-news.blogspot.com/  Link in Canvas Faculty Center, or POD Newsletter  IIA, IIIC |
| Student Report |  |
| **DL Amendment Forms** |  |
| DL Faculty Workgroup Recommendations | The summer DL faculty workgroup met on July 29, August 5, and August 12. Please see workgroup recommendations (below).  Workgroup is scheduled to resume September 11.  IB9, IIA |
| **Discussion** |  |
| Noncredit Correspondence Course forms | C&I will discuss DLC recommendations on correspondence courses at their first meeting on September 8.  IB9, IIA |
| WebCMS DL Amendment form training | Scheduled for September 8, September 14, September 16, September 24  IB9, IIA, IIIC, IIIA14 |
| SPOT recertification update | * 121 faculty have achieved recertification (112 had recertification due 12/20, 8 had later recertification) * 44 faculty have recertification due 12/31/20. Some have taken the required classes but have not submitted evidence yet. Some are retired. * 15 faculty have recertification due 7/31/21 * SPOT recertification intensive to be held 10/2.   Approve *Lights! Camera! Caption! Accessible courses made easy* for recertification? Approved for SPOT recertification.  Approve ACUE 2019-20 for recertification? Not approved for SPOT recertification.  Advanced Cidi Labs – Approved for SPOT recertification.  Course Design Shortcuts: Borrow, Share, and Leverage Tools to Create Student-Friendly Canvas Courses  -- Approved for SPOT recertification  IIA, IIIC, IIIA14 |
| SPOT update |  450 faculty have signed up for SPOT since March 2020   73 faculty have been SPOT certified since March 2020   Two faculty (Sandra Weatherilt and Mike Dowdle) have reassigned time to do reviews along with Assistant Distance Learning Coordinator Catherine McKee   SPOT is being revised to include synchronous practices; it will remain open during revision  IIA, IIIC |
| Recommendations for Synchronous Classes: Zoom session camera use, Proctorio, Canvas profile pictures | * Privacy concerns have been voiced about video components regarding required Zoom videos, Canvas profile pictures, and Proctorio * Please see folder in OneDrive * Academic Senate would like recommendation to consider   IB9, IIA, IIIC |
| DLC Membership, Goals | See documents in OneDrive |
| CVC OEI (California Virtual Campus Online Education Initiative) | * CVC has been charged by the Chancellor’s office to be the technology support for the state. They are pivoting to encompass these extra duties. * They have been told that everyone will be in the Course Exchange. * They will not fund Proctorio or Labster after December. * We are awaiting to see what this means to us as a consortium college.   IIA, IIIC |
| Faculty Facilitators | The district has allotted 6 LHE for faculty facilitators (comparable to faculty mentors) for the semester. Academic Senate appointed Paul Mercier, Francesca Rinaldi, Sheila Wright, Julie Bray-Ali, Hong Guo, and Steve Schlictenmeyer.  IIA, IIC, IIIC |
| **Announcements** |  |
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**Fall 2020 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**

**July 29, 2020 Meeting**

Participants: K. Allende; K. Coreas; L.E. Foisia; M. Hood; C. Impara; C. Lopez; D. Rowley

* Recommendations from July 22 meeting approved
* Noncredit statement to be added under Table 2 in noncredit forms

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| **Course Reviewed** | **Workgroup Action** | **DLC**  **Review** |
| **BUSA 70** | Approved | 9/8/2020 |
| **CHLD 6** | Approved (minor corrections to match COR) | 9/8/2020 |
| **CUL 104** | Approved with corrections to hours, added lab final to week 16 | 9/8/2020 |
| **CUL 105** | Approved (add lab final to week 16) | 9/8/2020 |
| **CUL 109** | Approved with corrections to hours, added lab final to week 16 | 9/8/2020 |
| **CUL 115** | Approved with corrections to hours | 9/8/2020 |
| **ESL LANG3** | Approved (added noncredit statement) | 9/8/2020 |
| **ESL LVL1** | Approved (added noncredit statement) | 9/8/2020 |
| **ESL LVL2** | Approved (added noncredit statement) | 9/8/2020 |
| **ESL LVL3** | Approved (added noncredit statement) | 9/8/2020 |
| **ESL LVL4** | Approved (added noncredit statement) | 9/8/2020 |
| **ESL LVL5** | Approved (added noncredit statement) | 9/8/2020 |
| **ESL LVL6** | Approved (added noncredit statement) | 9/8/2020 |
| **ESL PLVL1** | Approved (added noncredit statement) | 9/8/2020 |
| **ESL READ** | Approved (added noncredit statement) | 9/8/2020 |
| **ESL TOEFL** | Approved (added noncredit statement) | 9/8/2020 |
| **ESL VHLTH** | Approved (added noncredit statement) | 9/8/2020 |
| **OAD FNA03** | Approved (added noncredit statement, change title) | 9/8/2020 |
| **OAD MOX01** | Approved (added noncredit statement) | 9/8/2020 |
| **OAD MOX11** | Approved (added noncredit statement) | 9/8/2020 |
| **POLI 5** | Extra topic; contact faculty to replace with COR topic. Repeat week 9 (7/31): Done (CI). | 9/8/2020 |
| **RESD 106** | Approved | 9/8/2020 |
| **RESD 108** | Approved | 9/8/2020 |
| **RESD 110** | Approved | 9/8/2020 |
| **RESD 116** | Approved | 9/8/2020 |
| **RESD 200B** | Add HA, LO to activities. Faculty to correct. 7/31: Done (KC) | 9/8/2020 |
| **RESD 202** | Approved | 9/8/2020 |
| **RESD 204** | Approved | 9/8/2020 |
| **SPCH 7** | Approved | 9/8/2020 |
| **SPCH 7H** | Approved | 9/8/2020 |
| **SPCH 30** | Approved | 9/8/2020 |
| **SPCH 30H** | Approved | 9/8/2020 |

# **Workgroup Review Recommendations**

**August 5, 2020 Meeting**

Participants: K. Allende; L.E. Foisia; M. Hood; C. Impara; C. Lopez; D. Rowley

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| **Course Reviewed** | **Workgroup Action** | **DLC**  **Review** |
| **BUSA 21** | Doublecheck teaching topics in week 16; hours very high. Contact faculty and correct as necessary. Emailed: 8/9; faculty okayed 8/17, corrected (CI) | 9/8/2020 |
| **BUSA 52B** | Approved (correct title, check accessibility boxes) | 9/8/2020 |
| **COUN 7** | Approved | 9/8/2020 |
| **ACCS ILHFS** | Approved | 9/8/2020 |
| **ESL VSPK** | Approved | 9/8/2020 |
| **ESL VWRT** | Approved | 9/8/2020 |
| **OAD BHTH2** | Approved (minor corrections) | 9/8/2020 |
| **OAD FNA32** | Approved | 9/8/2020 |
| **OAD MOX02** | Approved | 9/8/2020 |
| **OAD MOX04** | Approved | 9/8/2020 |
| **OAD MOX06** | Approved | 9/8/2020 |
| **VOC AGR-G** | Approved | 9/8/2020 |
| **VOC BM62 (Mirrored)** | Approved (minor corrections) | 9/8/2020 |
| **VOC CPBC2** | Approved | 9/8/2020 |
| **VOC CPBC3** | Approved | 9/8/2020 |
| **VOC CPBE1** | Approved | 9/8/2020 |
| **VOC CPBE2** | Approved | 9/8/2020 |
| **VOC CPBE3** | Approved | 9/8/2020 |
| **VOC CPCC** | Approved | 9/8/2020 |
| **VOC CPDI** | Approved | 9/8/2020 |
| **VOC CSB15** | Approved (added lab topic week 1, minor corrections) | 9/8/2020 |
| **VOC HBB1** | Approved (minor corrections) | 9/8/2020 |
| **VOC ST2** | Approved (minor corrections) | 9/8/2020 |

# **Workgroup Review Recommendations**

**August 12, 2020 Meeting**

Participants:

* Recommendations from the July 29 and August 5 Workgroup meetings were approved.
* Today’s recommendations were approved to forward to DLC.

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| **Course Reviewed** | **Workgroup Action** | **DLC**  **Review** |
| **BUSA 52A** | Contact faculty to get approval for checking the accessibility checkboxes and to add AN, CM, LO to activities (Done 8/17 CI) | 9/8/2020 |
| **CISB 10** | Approved (correction to hours) | 9/8/2020 |
| **CUL 106** | Add CM, replace week 7 lab exam with topic, suggest reduce lecture portion by one hour per week. Contact faculty: emailed 8/17. Updated (CI): 8/17 | 9/8/2020 |
| **BS ABE05** | Approved (correction to hours) | 9/8/2020 |
| **BS LRN50** | Approved | 9/8/2020 |
| **BS STD80** | Approved | 9/8/2020 |
| **BS CNSL5** | Approved | 9/8/2020 |
| **VOC BA11** | Approved | 9/8/2020 |
| **VOC BA68** | Approved | 9/8/2020 |
| **VOC BA70** | Approved | 9/8/2020 |
| **VOC CS11** | Approved | 9/8/2020 |
| **VOC CS12** | Approved | 9/8/2020 |
| **VOC CS41** | Approved | 9/8/2020 |
| **VOC EMT90** | Approved | 9/8/2020 |
| **VOC HEP** | Approved | 9/8/2020 |
| **VOC HTH12** | Approved | 9/8/2020 |
| **VOC MDCS** | Approved | 9/8/2020 |
| **VOC SPMD** | Approved | 9/8/2020 |
| **VOC SPT** | Approved (with correction to hours) | 9/8/2020 |