



# 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 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

x	Michael Carr	x	Matthew Dawood	x	Michael Dowdle	x	Katie Datko	x	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	Romelia Salinas, co-chair	x	Sandra Weatherilt		Student Rep:
	Committee Member		Committee Member						

Guest: Ed Estes

### MINUTES – October 11, 2022

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: September 27, 2022	Approved
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol)	C&I accepted the DLC minutes of August 23, 2022.
Information Technology Advisory Committee (ITAC) Report	A consultant is working on the Technology Master Plan with IT. The survey has received 1500 responses from students, faculty and classified. Overall students had favorable responses; they are happy from a technical standpoint.
Faculty Learning Activities Committee (FLAC) Report (Catherine)	FLAC continues to meet, and Eva has been updating the FLAC calendar with FCLT content.
Faculty Center for Learning Technology (FCLT) Report (Katie)	<ul style="list-style-type: none"> <li>• Find Out Fridays. Coming up: Adopting and Adapting OER; OER 101</li> <li>• Impact in-line help roll out</li> <li>• Alternative Format File Conversion in Course Design Menu</li> </ul>
Student Report	
<b>DL Amendment Forms</b>	

Commented [GH1]: from the ... survey?

Commented [MC2]: the FLAC calendar

<p>On Consent: AD 2, AD 4, COUN 51, COUN 54, MATH 13, VOC AR222, VOC PHO26</p> <p>For Review and Approval:  ACCS ILSD  AD 8  AD 9  AD 10  AD 15A  AD 15B  BS CNSL4  BUSR 51  BUSR 53  CHEM 40</p> <p>CHLD 62  ESL CULTR  ESL PRONP1  ESL READP1  MATH 170  MATH 280  SIGN 101  SIGN 101H  SIGN 202</p> <p>SIGN 212  SOC 10  SOC 160</p> <p>VOC BM50  VOC PHO09</p>	<p>“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.  <b>DLC approves this consent agenda.</b></p> <p>Approved  Approved with topic edits, see comments  Approved with topic edits, see comments  Not recommended for approval, check topics in COR  Approved with topic edits, hour edits, remove ½ hour/week  Approved with topic edits, hours edits, see comments  Approved  Approved  Approved with edit week 16  Approved with add hours and correct abbreviations. Contact faculty  Approved with edit week 1 and check accessibility checkboxes  Approved  Approved  Approved  Approved  Approved with add 1 hour/week  Approved with topic edits. See comments  Approved with topic edits. See comments  Approved with edits. Contact faculty to determine placement of missing topics  Approved with topic edits. See comments  Approved with topic edits  Not recommended for approval. Fill in weeks 14 – 16. Correct topics  Approved  Approved with change to hours</p>
<b>Discussion</b>	
Purpose and Function Statement	Purpose statement fine as is. Discuss Functions 3 and 5 next meeting. Should we include training in function statement? <b>Carol and Romelia will research continuance of Master Plan. Should it be in Function?</b>
Academic Senate Report	Report will be presented to Academic Senate on October 13.
Counseling Handout	Counseling is expanding student access opportunities. Email counseling has begun (flyer shown). Zoom counseling will also continue, including evenings and Saturdays. <b>Luis will show flyers that advertise Zoom</b>

	<i>sessions and will create a paragraph that faculty can include in their syllabus and/or orientation.</i>
Honorlock	<p><a href="#">"Scanning students' rooms during remote tests unconstitutional"</a></p> <p>NPR Report</p> <p>Draft paragraph okayed. <b>Carol will include in Academic Senate report and send to DL listserv.</b></p>
SPOT Recertification Request	<p>Accreditation Forum: Distance Learning and RSI</p> <ul style="list-style-type: none"> <li>• On October 21</li> <li>• Review of new AP 4105 and contract language related to DL, review of Needs Assessments results, and discussion of the RSI rubric</li> </ul> <p><b>DLC approved Accreditation Forum for SPOT Recertification</b></p>
Distance Learning Handbook	<p>Review of DL Handbook sections:</p> <ul style="list-style-type: none"> <li>• Welcome and Introduction</li> <li>• Distance Learning at Mt. SAC</li> <li>• Definitions and Regulations</li> </ul> <p>These sections were reviewed by the committee and changes and deletions were suggested. <b>Carol will update draft.</b></p> <p>Next sections:</p> <ul style="list-style-type: none"> <li>• Distance Learning Course and Program Development</li> <li>• Faculty Preparation</li> </ul>
POCR Team	The SEAP grant funding application has been submitted and approved. The POCR team met and reviews are started.
SPOT CoCo	The SPOT team is working with the Community of Collaboration (CoCo) to build and run a SPOT cohort. Twelve faculty members have signed up, and we've capped registration. Faculty members will complete an online Growing with Canvas course starting October 31 to help them with basic Canvas skills. During winter 2023 they will participate in a facilitated six-week SPOT experience, including Zoom sessions and one-on-one or small group mentoring sessions. If this is successful, we may run a cohort in spring.

Fall 2022 semester dates – 8 meetings – as needed (finals week, summer are possible)

DLC Meetings - 2<sup>nd</sup> and 4<sup>th</sup> 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)