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

x	Ron Bean	x	Meghan Chen, co-chair	x	Matthew Dawood	x	Michael Dowdle	x	L.E. Foisia
x	Hong Guo	x	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	x	Student Rep: Jem Bonfiglio Leonardo Rojas

Guests:

OCTOBER 13, 2020 - MINUTES

AGENDA ITEM	DISCUSSION/COMMENTS
Welcome, new student member Leonardo Rojas!	
Approval of DLC minutes: 9/22/2020 meeting – assign themes	Approved
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol)	DLC minutes of July 23 accepted.
Information Technology Advisory Committee (ITAC) Report	ITAC Meeting Summary October 5, 2020 Minutes from September 14, 2020 were reviewed and approved WebCMS Project Update (Monica Cantu-Chan) • Monica explained about the issues surrounding the current WebCMS 10.0 and the Instruction Office's approach to resolving the issues. She displayed two Project checklists of known issues that are being handled by two teams of technicians • Faculty on the committee had an opportunity to voice their concerns about faculty using this new version of WebCMS 10.0. • Monica relayed that the Instruction Office is aware of the issues and of faculty frustrations Goals Review • The committee moved a new Goal (#6 - The Committee is responsible for monitoring collegewide compliance with ACCJC Standard III.C,) instead to make it one of the committee's Functions in its Purpose, Functions, and Membership document.

	• Discussion ensued on if the wording "collegewide" was appropriate for this committee • The membership roster had several changes that were made to reflect the current members
Faculty Learning Activities Committee (FLAC) Report (Catherine)	No meeting. Awaiting schedule.
Faculty Center for Learning Technology (FCLT) Report (Michelle)	FCLT arranged a town hall meeting with the Proctorio rep and students (Canvasadors) to make sure students understood how Proctorio uses data. • FCLT is working to ensure that students and faculty have access to easy to deploy tools. • Mountie Student Hub has fully developed Proctorio section. • Canvas Proctorio course in process of being updated • Syllabus statement requested for CidiLabs template • FCLT Bytes blog post about Proctorio (Mythbusters) • 2 Proctorio workshops are being offered with Proctorio rep this fall Nov 19 Cidi Labs, Ally, and accessibility workshops Zoom LTI will change this winter. Requesting people who want to be in pilot CanvasCon is this Thursday. Some changes will be made in the Help menu to reflect how Canvas is offering support (to be rolled out in January) ==IIA, IIIC==
Student Report	Welcome!!
DL Amendment Forms	
DL Faculty Workgroup Recommendations	The summer DL faculty workgroup met on September 25, October 2, and October 9. DLC accepted and approved recommendations (below). ==IB9, IIA, IIIC==
Discussion	
Academic Senate	FOMAR is required for Winter and Spring 2021. At this point, if we return to campus Summer 2021 then faculty who teach online will be required to be SPOT certified. In this era of uncertainty, at what point should we weigh in for Summer – FOMAR or not? *The DLC recommends that FOMAR should count as long as we are remote.* ==IB9, IIA==
SPOT Recertification	Which @ONE courses can count toward SPOT recertification (if they result in a badge?) • Equity and Culturally Responsive Teaching - yes • Creating Accessible Course Content - yes • Humanizing Online Teaching & Learning - yes New POD courses ok for recertification? • Exam Proctoring in Canvas - yes • Show and Tell with VoiceThread and Closed Captioning - yes

	- Next Level Design with Cidi Labs DesignPLUS in Canvas: Using the Intermediate and Advanced Tools - yes - Ally: Your Partner for Simplifying Accessibility in Canvas – yes ==IIIC, IIIA14==
Recommendations for Online Privacy: Zoom, Proctorio	- See summary statement in One Drive for editing. Committee recommended creation of syllabus template language and decision making criteria to use proctoring - Proctorio ends December 2020. Question: should we buy Proctorio for another 6 months, then use Spring to research proctoring software options ***DLC recommends continuing Proctorio through end of June 2021.*** ***DLC recommends creating workgroup to offer input on next proctoring software*** ==IB9, IIA, IIIC==
DLC Membership, Goals	- See documents in OneDrive ==IB9, IIA==
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 may not fund Proctorio or Labster after December. - We are awaiting to see what this means to us as a consortium college. ==IIIC==
Announcements	

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

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
September 25, 2020 Meeting

Participants: K. Allende; S. Burgoon; D. Chavez; K. Coreas; S. Doonan; L.E. Foisia; M. Hood; C. Impara; D. Rowley

Course Reviewed	Workgroup Action	DLC Review
DL Form		
CISP 74	New course at stage 4 – need to review at stage 7 – consult with Curriculum – look over hours, no CO (Q to curriculum)	-----
CISP 74L	Send back for topic alignment – new course at stage 4 – (done: CI 9/28)	-----
RAD 61B	Send back to faculty per her request (done: CI 9/28)	-----
SOC 14	Send back to faculty for completion – only first 6 weeks (done: CI 9/28)	-----
Smartsheet		
BSHS ALG1	Approved	10/13/20
BSHS ALG2	Approved	10/13/20
BSHS ART1	Approved	10/13/20
BSHS BIO	Approved	10/13/20
BSHS CHEM	Approved	10/13/20
BSHS CIV	Approved	10/13/20
BSHS CPTC	Approved	10/13/20
BSHS EASC	Approved	10/13/20
BSHS ECON	Approved	10/13/20
BSHS ENG1	Approved	10/13/20
BSHS ENG2	Approved	10/13/20
BSHS ENG3	Approved	10/13/20
BSHS ENG4	Approved	10/13/20
BUSM 50	Approved	10/13/20
BUSM 81	Approved with "Slides" checkbox checked	10/13/20
BUSS 79	Approved	10/13/20
LIT 25	Approved	10/13/20
OAD FNA04	Approved with topic correction	10/13/20
RESD 104	Approved	10/13/20
RESD 112	Approved	10/13/20
RESD 114	Approved with topic correction	10/13/20
RESD 200A	Approved	10/13/20
RESD 200C	Approved with topic correction – correct designator to 200C	10/13/20
RESD 200D	Approved with corrections to hours	10/13/20
RESD 206	Approved	10/13/20
RESD 208	Approved	10/13/20
26		

Workgroup Review Recommendations
October 2, 2020 Meeting

Participants: K. Allende; S. Burgoon; D. Chavez; K. Coreas; S. Doonan; L.E. Foisia; M. Hood; C. Impara; D. Rowley

Course Reviewed	Workgroup Action	DLC Review
DL Form		
AGOR 75	Approved - Remove extra mode descriptions and correct topic. (Done: CI)	10/13/20
DNCE 10	Approved - Remove extra mode descriptions and reduce hours. (Done: CI)	10/13/20
DNCE 12A	Approved - Remove extra mode descriptions and reduce hours.	10/13/20
DNCE 12B	Approved - Remove extra mode descriptions and reduce hours.	10/13/20
DNCE 13	Approved - Remove extra mode descriptions and reduce hours.	10/13/20
DNCE 14A	Approved - Remove extra mode descriptions and reduce hours.	10/13/20
DNCE 14B	Approved - Remove extra mode descriptions and reduce hours.	10/13/20
DNCE 15	Approved - Remove extra mode descriptions and reduce hours.	10/13/20
DNCE 17	Approved - Remove extra mode descriptions and increase hours	10/13/20
DNCE 30	Approved - Remove extra mode descriptions and reduce hours.	10/13/20
DNCE 36	Approved - Remove extra mode descriptions and reduce hours.	10/13/20
DN-T 27	Approved - Remove extra mode descriptions and correct word in week 10	10/13/20
RAD 30	Approved - Send back to create 16 week course, full topic descriptors (sent 10/8: CI)	----
RAD 32	Send back to create 16 week course, full topic descriptors (sent 10/8: CI)	----
RAD 63	Send back to create 16 week course, full topic descriptors (sent 10/8: CI)	----
Smartsheet		
ENGL 1B	Approved	10/13/20
GEOL 8	Approved with topic correction	10/13/20
GEOL 8H	Approved with topic correction and addition of honors statement.	10/13/20
GEOL 10	Approved	10/13/20
GEOL 30	Approved with topic correction	10/13/20
METO 3	Approved	10/13/20

METO 3L	Approved	10/13/20
RAD 40	Approved	10/13/20
RAD 61B	Approved	10/13/20
RAD 62B	Approved with topic correction	10/13/20
22		

Workgroup Review Recommendations
October 9, 2020 Meeting

Participants: S. Burgoon; D. Chavez; K. Coreas; S. Doonan; L.E. Foisia; M. Hood; C. Impara; D. Rowley

- WebCMS demo video almost done. Recommended posting on WebCM10.mtsac.edu landing page and DLC webpage. Send to Deans and Department Chairs.
- AGOR 75 and DNCE 10 topics and hours fine as revised.

Course Reviewed	Workgroup Action	DLC Review
DL Form		
CHLD 71B	Approved with changes to topics in weeks 10 and 11 to match COR	10/13/20
CHLD 80	Approved with change to Final Exam wording	10/13/20
CHLD 83	Approved	10/13/20
CHLD 84	Approved	10/13/20
DNCE 32	Approved with hours reduction	10/13/20
DNCE 33	Approved with hours reduction and check final exam since lab does not have parity	10/13/20
EDUC 10	Approved with change to Final Exam wording	10/13/20
Smartsheet		
ACCS IBSID	Approved	10/13/20
ACCS ILSBB	Approved	10/13/20
BS MCCR	Approved	10/13/20
BS RWCCR	Approved	10/13/20
BSHS GEOG	Approved	10/13/20
BSHS GEOM	Approved	10/13/20
BSHS HLTH	Approved	10/13/20
BSHS INMA1	Approved	10/13/20
BSHS INMA2	Approved	10/13/20
BSHS INMA3	Approved	10/13/20
BSHS MUSC	Approved	10/13/20
BSHS PLNG	Approved	10/13/20
BSHS PREA	Approved	10/13/20
BSHS PSY	Approved	10/13/20
BSHS READ	Approved	10/13/20

BSHS SOC	Approved	10/13/20
BSHS SPN1	Approved	10/13/20
BSHS SPN2	Approved	10/13/20
BSHS SPNS1	Approved	10/13/20
BSHS SPNS2	Approved with hours correction	10/13/20
BSHS SSK	Approved	10/13/20
BSHS USH	Approved	10/13/20
BSHS WHS	Approved	10/13/20
BSJS WREX	Approved	10/13/20
BSHS WRIT1	Approved	10/13/20
BSHS WRIT2	Approved	10/13/20
CHLD 83	Approved with hours revision	10/13/20
CISB 10	Approved already	10/13/20
CISP 52L	Approved with Flashing Content Box checked; remove Final Exam, add lab topic to week 16 --	10/13/20
DSPS ELL01	Approved	10/13/20
FRCH 2	Approved with addition of topic Imperatifs (added to week 8?)	10/13/20
FRCH 3	Approved	10/13/20
VOC BCDP	Approved	10/13/20
VOC BCPP1	Approved	10/13/20
VOC BCPP2	Approved	10/13/20
VOC ESD03	Approved	10/13/20
VOC ESD07	Approved	10/13/20
VOC ESD08	Approved with topic correction	10/13/20
VOC ESD09	Approved	10/13/20
VOC ESD10	Approved	10/13/20
VOC ESD11	Approved	10/13/20
VOC HBB2	Approved	10/13/20
VOC ST1	Approved	10/13/20
49		