Distance Learning Committee
2022-23

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

	Michael Carr		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		John Norvell	X	Sonia Ortega		Romelia Salinas, co-chair	X	Sandra Weatherilt
								X	Student Rep: Laksh Kalra

Guest: Landry Chaplot

MINUTES – March 14, 2023
Welcome, Laksh!

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: February 28, 2023	Minutes approved
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol)	DLC minutes of 11/08/2022 accepted.
Information Technology Advisory Committee (ITAC) Report	
Faculty Learning Activities Committee (FLAC) Report (Catherine)	FLAC met March 1. Eva announced SPOT Recert activities and Find-Out Fridays. Weekly SPOT Zoom hours are announced in SPOT and visible on the POD Calendar. Other upcoming activities will include data coach office hours, Inspired Teaching Conference, Dr. Regina Stanback-Stroud, Reimagining Chingona, One Book One Campus, and ACUE ITEL.

Office of Distance Learning & Instructional Technology Updates (Katie)	• FCLT & LIEAL: Find Out Fridays starting 3/17. Instructional Technology & OER workshops available in POD. This week @10 AM, *Creative Commons and Attribution*.
	• DL Recertification Day – Friday 5/12; Equity-theme
	• Instructional Tech Updates:
	  ○ Canvas Studio funded for 23-24
	  ○ Canvas Speedgrader issue – Audio & Video comments not showing up in student gradebook. Solution: Leave message about audio/video feedback. This is a result of a recent update in Canvas and they are looking into it.
	  ○ CopyLeaks demo in process.
	• CVC Consortium Updates
	  ○ Possible issue with student-facing Canvas accounts for courses with varying term dates. CVC and Canvas are looking into the issues to see if this is something that can be done through the Consortium trust relationship or if it is something that needs to be looked at by Canvas or individual institutions. (This would not impact more than 15 students at Mt. SAC and has not been reported as an issue here.)
	• Reminder: Online Teaching Conference 6/21-23
	
	Question about badging POCR/CVC Quality Reviewed in schedule? Good question, although there are a lot of badges currently in schedule so unsure of room for more. Katie will connect with Dean of Instruction.

Student Report	Good video from Andrea Diem re: AI and plagiarism. Laksh will provide link in chat. https://www.youtube.com/watch?v=FaAwtlbX3oI
DL Amendment Forms	
On Consent SIGN 102, SIGN 104, CHLD 11, CISD 31L, CISD 40, CISP 41L Forms for Review and Approval AGHE 85 ANIM 122 ANIM 210 ASTR 5L BUSM 20 CHLD 10 CHLD 10H CHLD 69 CHLD 73 CHLD 85 CISD 41	"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. ***The DLC approved the DL Amendment Forms on Consent.*** Not recommended for approval, check weeks described and check accessibility checklist Approved with correction to topic week 8 and hours week 16 Approved with change activity designator Approved Approved with edits to topics and activities, see comments Approved with add missing topic to week 1 Approved with add missing topic to week 1 Approved Approved with add topic and correct hours Approved, with topic edits and correct hours week 13 Approved

CISD 42	Approved with amend lecture and lab topics to match COR
CISD 43	Approved with check accessibility checkbox
CISP 41	Approved
CISS 23	Approved with edit to title
CISS 23L	Approved with edit title and accessibility checklist
CISS 25	Approved with edit title
CISW 24	Approved with topic edits
CISW 24L	Approved with amend weeks 1 and 14 (topics)
CISW 31	Approved with topic edits
HT 25	Approved with edits to hours and topics. See comments
LEAD 55	Approved with edit to topic week 9
MUS 180	Approved with add total hours and edit weeks 2 and 16
MUS 181	Approved with add total h ours and edit topics week 2 and add topic
MUS 185	Approved with add total hours
MUSA 220	Approved with add total hours
PHIL 20A	Approved
PHIL 20AH	Approved with topic edits
R-TV 10	Approved with adding missing topic. See comments
SIGN 103	Approved
	The DLC approved most of these DL Amendment forms and they will be forwarded to curriculum. Other faculty will be contacted re: revisions to their DL Amendment forms.
Discussion	
Academic Senate Workgroup formed on ChatGPT	This Academic Senate workgroup will provide policy recommendations, guidance, and teaching practices for faculty on the topic of AI and Education with a focus on the use of ChatGPT. Exec Board approved the formation of this workgroup with one abstention on March 2, 2023. They are aiming to issue recommendations in April. Proposed Membership: Raul Madrid, Sarah Nichols, Kelly Rivera, Andrea Diem (Philosophy), Elizabeth Lobb (Geography), Sohair Zaki (CIS), Monika Chavez (Library). Sarah Nichols says this is an informal group and therefore there is no set DL representative. Raul Madrid reached out to FCLT. Kelly, Andrea, Elizabeth, and Sohair teach online and Elizabeth is a member of the POCR Team. This workgroup will push something out quickly and a task force may be formed to make formal recommendations, which DLC hopes will include a DLC member.
Noncredit ABE Online Training Needs and Proposal	Noncredit submitted a request for a new online training for short-term, High School Referral faculty. This Adult Basic Education (ABE) program has unique features that distinguish it from other distance learning classes, including having open entry/open exit, individually generated objectives (like an independent study), a required synchronous online office hour, and a high-school tool called Edmentum. Faculty have only a few weeks to train before being assigned to a class. The DLC agreed that this program was differentiated from usual distance learning options, and discussed how the training should evolve.

	The DLC will consider core features and continue the discussion at the next meeting.
Senate Referral to DLC: Cheating/plagiarism reduction/mitigation strategies for online teaching	Tabled until next meeting This was part of the Academic Senate Goals. It was noted that the FCLT supports tools such as HonorLock and Unicheck. Senate goals indicated this goal is fulfilled, however, request is for more information on how to find training.
Senate Referral to DLC: DLC requested to make recommendations to address gaps in support for DL Students.	Tabled until next meeting This was part of the Academic Senate Goals. It was noted that Distance Learning (not the DLC) supports the Mountie Student Hub by including it in SPOT training. Senate requests that DLC make additional recommendations.
Distance Learning Handbook	Tabled until next meeting This week the DLC will review - Basic Principles for Online Course Design - Regular Substantive Interaction - Course Materials The next sections to review will be: - Course Assessment - Student Privacy - Accessibility of Distance Education Courses
DL Amendment Forms	Tabled until next meeting The current DL Amendment form process is conducted outside of WebCMS. Curriculum has requested that it be reintroduced into WebCMS again, but in a different way so that we don't run into the same issues we did before. Mt SAC's DL Amendment form is unique and its basic format has not changed in nearly 20 years. Before reintegrating it into WebCMS, we should examine the form itself to determine if changes need to be made.
Recert Day	Tabled until next meeting SPOT recertification intensive tentatively planned for May 12 with an equity focus.
SPEQ Update	Tabled until next meeting

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