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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 | **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 BonfiglioLeonardo Rojas |

Guests:

## **MINUTES – DECEMBER 8, 2020**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: 11/24/2020 meeting – assign themes | Approved with corrections |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | DLC minutes of 10/27/20 accepted.  |
| Information Technology Advisory Committee (ITAC) Report (Rich) | Scheduled meeting was cancelled |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | No meeting yet.  |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) | **Trainings**Friday January 22 – Ally workshop, 5 Tools to Make You an Accessibility Champ, and CidiLabs 2 (all SPOT recertification activities) Canvas Intensive scheduled for February 10 – CidiLabs 1 and 2 (okayed for SPOT recertification)FOMAR and faculty facilitators fulfill Intro to Canvas needs. FCLT not engaging in live Intro to Canvas training as of now.FCLT structuring trainings to be “digital first” i.e. designing digital workshop first and then offering live.**Surveys**CidiLabs: large majority identified as very important to keep tool. Otter (faculty): respondents overall middling to positive.Otter (students): survey just closed. Students were positive about having transcript for notes and review. However, many students did not click on Otter since faculty did not point out it was there.**Updates**New Faculty Accessibility Center coming Winter. Zoom LTI update rolls out December 15. We have more local control over our subaccount. * Now single sign on.
* Anyone added to Canvas account is added to Zoom account.
* FCLT will plan training and FAQs to new Zoom LTI.

IIA, IIIC, IIIA14 |
| Student Report  | No report this meeting. |
| **DL Amendment Forms** |  |
| DL Faculty Workgroup Recommendations | The fall DL faculty workgroup met on December 4. Please see workgroup recommendations (below). **The DLC approved the workgroup recommendations, and those courses will be moved to EDC.**IB9, IIA |
| **Discussion**  |  |
| Academic Senate | * Recommendations on camera use approved with amendments – see copy in OneDrive
* Recommendations on proctoring approved
	+ Part of the proctoring recommendation was that the ***FCLT would form a workgroup with faculty and classified to evaluate proctoring software options***. Math, Biology should have outreach. On DLC, Catherine, L.E., are interested in being in workgroup.

IB9, IIA, IIIC |
| Microsoft Outlook Benefits | Ron presented on the benefits of moving student emails to Outlook (from Google). * Students will get terabyte of storage from cloud
* All office tools will be available – Word, Excel
* Collaborations in Canvas can be used
* Will improve communication with students since faculty and students will be working on the same platform
* Already included in license – can load platform onto student machine so student will not need internet
* Many businesses are using Microsoft Tools, and this will prepare students for these applications
* Will need to be campus-wide move
* Requesting survey

***Michelle Newhart will write surveys for faculty and students with Ron. Ron, Eric Turner, Lee Jones, and Chris Schroeder will also be involved in survey deployment and results interpretation.***The DLC was positive about this development. It would benefit learning to have students and faculty on the same platform.IIA, IIIC |
| DL Plan | * DLC updated our DL Plan in 2018. The progress report is in OneDrive.
	+ The DL program is making excellent progress toward goals.
	+ The Online CTE Pathways grant has given a needed boost toward meeting goals.
	+ Equity goals are still elusive.

IB9, IIA, IIIC |
| Improving Online CTE Pathways Grants | * A matrix showing a summary of accomplishments was provided. The two grants have already had a strong impact on the Mt. SAC DL Program.
	+ Mt. SAC established a Peer Online Course Review team and became a POCR certified campus. Six courses were deemed quality reviewed. This increased our number of quality reviewed courses 100%.
	+ 28 faculty have integrated OER into their courses.
	+ 21 faculty participated in online equity training.
	+ A variety of well-received Canvas tools were deployed.
	+ Students received their own mentoring program, Canvassadors, which has moved to ASAC.
	+ Counselors are onboard with online meetings and have mapped cross-functional student journeys.

IIA, IIB, IIC, IIIC, IIIA14  |
| Use of LMS AP | * Development of this proposed AP was sidelined by the campus closure. Due to increased use of Canvas, it is timely to begin discussion of this AP.
* First suggested by concerns about student tutors having access to private information such as grades. Defining roles will be an important part of this AP.
* Also noted that questions about cross listing, non-instructional group or team use, department use, etc. should be part of this discussion.
* Suggested participants in AP development:
	+ Michelle Newhart
	+ Hugo Aguilera
	+ Meghan Chen
	+ Carol Impara
	+ Catherine McKee
	+ Eric Turner
	+ Noncredit faculty
	+ Library faculty
	+ Dual enrollment faculty
	+ Student support/ASAC hubs

e.g., Student-athletes HUB (athletic counselors), KAD HUB (faculty access); Athletic Trainers HUB (required documents for coaches).IB9, IIA, IIIC |
| Equity and Culturally Responsive Teaching (ECRT)  | * ECRT was rated positively by participants. As part of the summary survey, participants noted that items from the Peralta equity rubric could be incorporated into SPOT. See discussion last meeting.
* If a source of funding could be found, it would be excellent to be able to offer ECRT to online faculty
* The DL program will consult with new equity online coordinator when that person is appointed by the Academic Senate.

IIA, IIIC, IIIA14 |
| Future Work | * Update AP 4105
* Advanced SPOT recommendations
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| **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

# **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**

**December 4, 2020 Meeting**

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

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| **Course Reviewed** | **Workgroup Action** | **DLC****Review** |
| **DL Form** |   |  |
|  AGOR 2 |  Approved with topic corrections in weeks 1 and 16 | 12/8/20 |
|  AGOR 29 |  Approved with edit to week 16 | 12/8/20 |
|  AGOR 39 |  Reduce hours, contact faculty for lab topics not matching | ------ |
|  ARTS 30A |  Approved | 12/8/20 |
|  ARTS 30B |  Approved | 12/8/20 |
|  ARTS 41A |  Approved with removal of extra activity indicators | 12/8/20 |
|  ARTS 41B |  Approved | 12/8/20 |
|  RAD 30 |  Approved | 12/8/20 |
|  RAD 32 |  Approved with edit to week 16 | 12/8/20 |
|  R-TV 1 |  Approved | 12/8/20 |
|  R-TV 2 |  Approved | 12/8/20 |
|  R-TV 11A |  Approved  | 12/8/20 |
|  R-TV 14 |  Approved | 12/8/20 |
|  R-TV 17 |  Approved | 12/8/20 |
|  R-TV 18 |  Approved  | 12/8/20 |
|  R-TV 25 |  Approved | 12/8/20 |
|  R-TV 28 |  Approved | 12/8/20 |
|  R-TV 32 |  Approved | 12/8/20 |
|  R-TV 35 |  Approved  | 12/8/20 |
|  R-TV 36 |  Approved | 12/8/20 |
|  R-TV 38 |  Approved | 12/8/20 |
|  R-TV 96A |  Approved with topic added to week 16  | 12/8/20 |
|  R-TV 96B |  Approved with topic added to week 16  | 12/8/20 |
|  R-TV 96C |  Approved with topic added to week 16 | 12/8/20 |
|   |   | 12/8/20 |
|  Smartsheet |   | 12/8/20 |
|  AMLA 32R |  Approved | 12/8/20 |
|  AMLA 33R |  Approved with topic corrections | 12/8/20 |
|  AMLA 70 |  Approved with topic corrections | 12/8/20 |
|  AMLA 80 |  Approved | 12/8/20 |
|  AMLA 90 |  Approved with edit to week 16 topic | 12/8/20 |
|  BUSC 17 |  Approved with topic and activity corrections | 12/8/20 |
|  FASH 57 |  Approved with accessibility checkboxes checked | 12/8/20 |
|  LIT 20 |  Approved | 12/8/20 |
|  LIT 36 |  Approved with corrections | 12/8/20 |
|  SPCH 15 |  Approved | 12/8/20 |
|  VOC BM10 |  Approved with edit to week 1 | 12/8/20 |
|  VOC BM51 |  Approved | 12/8/20 |
|  VOC BM52 |  Approved with edit to week 15 | 12/8/20 |
|  VOC BM61 |  Approved | 12/8/20 |
| VOC BM66 |  Approved with edit to week 11 | 12/8/20 |
| VOC CT |  Approved | 12/8/20 |