



Distance Learning Committee

2017-18

X	Ron Bean	X	Meghan Chen, co-chair	X	Stacie Nakamatsu		Michael Dowdle	X	Edwin Estes
X	Richard Patterson	X	Sandra Weatherilt, co-chair	X	Hong Guo	X	Jeanne-Marie Velickovic	X	Carol Impara
X	Michelle Newhart	X	Matthew Dawood		Student Rep: Josh Aligam				

MINUTES – November 14, 2017

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: 10/24/17 meeting	Minutes approved
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Sandra)	
Information Technology Advisory Committee (ITAC) Report (Rich)	<p>ITAC bulleted Points from last meeting:</p> <ul style="list-style-type: none"> • Minutes were reviewed and approved • Another map of the campus wireless access points was distributed for information purposes • Chris Schroeder from IT visited our meeting to update the committee on the Computer Use / Security Policy Workgroup task of developing and publishing their AP/BPs • Dale Vickers reminded the committee if important system implementation dates, namely the Microsoft Office 365 (O365), which is set for going live on January 29, 2018. Training courses have been developed and are being offered through POD during December/January • Other Item(s): Registration for Spring Semester will begin on January 17, 2018
Faculty Professional Development Committee (FPDC) Report (Hong)	Faculty are encouraged to apply for POD conference and travel early and may use previous year's estimates for registration submissions.
Faculty Center for Learning Technology (FCLT) Report (Michelle)	Upcoming workshops are being planned for POD scheduling.
Student Report (Josh Aligam)	
DL Amendments Forms	

<p>The following courses were sent out to DLC members for review via Google Docs on 11/8:</p> <p>ADJU 5** ADJU 2** BUSM 66* BUSM 52* BUSM 51* CISS 15* CISP 34* CISP 31* CISP 61* CISS 13* HOLD *Sandra will contact Faculty developer for clarification on topics. MUS 15** *4-year review **New DL offering</p>	<p>Upcoming courses for 11/28/17 meeting. Being reviewed and will be shared prior to the next meeting.</p> <p>ADJU 68 ADJU 3 ADJU 50 ADJU 9 ADJU 20 ADJU 10 BUSC 1B BUSC 1A CISW 24</p>
DL Student Survey results DL Plan	Discussion Meghan shared the DL Student Survey results with the DLC prior to the meeting.
AP 4105 – review edits on the Google Doc shared with DLC	File shared with DLC for draft of proposed revisions. <ul style="list-style-type: none"> • College approved LMS requirement • Consistency of language within document • Spot Refresher
SPOT refresher	Sandra and Carol will plan to meet with Eric Kaljumagi regarding this
DL-related timelines for SPOT and new DL course approval	With the encouragement of new DL offerings, the DLC has seen a spike in DL Amendment Forms and there has been great interest and enrollment in SPOT as departments encourage faculty to become certified so that they may teach DL courses. Currently there is no suggested timeline for these processes which require extensive time to review (SPOT and DL Amendment Forms) and are also dependent on other committee approval (EDC for DL Amendment Forms). The Coordinators and Meghan will be working on a timeline for DL processes to share with the campus.
Announcements:	
OEI Update	Spring launch planned.

Fall 2017 semester dates – Sep 12, Sep 26, Oct 10, Oct 24, Nov 14, **Nov 28**, Dec 12 (Finals Week) **7 meetings**

DLC Meetings - 2nd and 4th Tuesdays at 1:05 – 2:35 PM in LTC – 261

DLC website: <http://www.mtsac.edu/instruction/learning/distlearn/>

DLC listserv: dlc@mtsac.edu