Distance Learning Committee
2017-18

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

MINUTES – November 28, 2017

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: 11/14/17 meeting	Minutes approved
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Sandra)	-
Information Technology Advisory Committee (ITAC) Report (Rich)	-
Faculty Professional Development Committee (FPDC) Report (Hong)	-
Faculty Center for Learning Technology (FCLT) Report (Michelle)	Michelle submitted a Spring Flex Day proposal with ARCS (formerly DSPS) titled Inclusive Design for Equity. Proposal Approved for one of the full-day/3-sessions on 2/23/18 10:45 a.m. – 4:00 p.m. UDOIT - The Universal Design Online content Inspection Tool coming soon
Student Report (Josh Aligam)	-
DL Amendments Forms	
The following courses were sent out to DLC members for review via Google Docs on 11/8: CISN-31* CISW-31* CISB-15* CISW-24* ADJU-68** ADJU-3** ADJU-50** ADJU- 9** ADJU-20** ADJU-10** BUSC1B* CISS13* *4-year review **New DL offering	12 courses approved

AP 4105 – review edits on the Google Doc shared with DLC	File shared with DLC for draft of proposed revisions. • College approved LMS requirement • Consistency of language within document • Spot Refresher We will continue this discussion in Spring 2018.
DL Student Survey results DL Plan	The Committee spent time discussing the Question #5 and how we can better market distance learning (online) courses to students. We looked at the Schedule of Classes, the Mt. SAC website, the Portal and the Distance Learning webpage. The following was discussed: • Main website www.mt.sac.edu. Currently there is no true pathway to DL from this front page. • Review and revise the current Distance Learning webpage http://www.mtsac.edu/distancelearning/ to better inform students. Michelle had some recommendations about improving the page which she will discuss with Hugo. Another suggestion was to separate the Student Resources from Staff & Faculty resources. • Portal - work on a better way to inform students about DL/online courses. • Distance Learning vs. Online - which term is recognized by students? The majority think students relate better to the term "online". • Schedule of Classes - It is pretty easy to search for Distance Learning Classes via the filter box provided they understand the term "distance learning". However, when viewing the schedule the term "Arrange X hours" may be confusing to students. The term "Arrange Hours" is also on work experience classes and activity classes like Kinesiology. • Counseling - promoting online is not part of their standard orientation curriculum but may be mentioned in some sessions. The discussion theme was on marketing so that we may capture those students who are not aware of DL class offerings or need help filtering the Schedule of Classes to locate DL offerings.
Announcements:	
Online Education Initiative (OEI) Update	Meghan is in Costa Mesa at a local OEI Meeting. Mt. SAC is moving forward with the Course Exchange in Spring 2018.
OEI Tools, NetTutor, Vericite, Proctorio and Library Resources	We encourage faculty to use these tools in upcoming semesters.