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| Logo_MtSAC_Blk_Solid_big**Distance Learning Committee**  **2019-20** |

**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** | Edwin Estes |
| **X** | Hong Guo | **X** | Carol Impara, co-chair | **X** | Catherine McKee | **X** | Stacie Nakamatsu |  | Michelle Newhart |
| **X** | Richard Patterson | **X** | Tammy Knott-Silva | **X** | Sandra Weatherilt |  |  |  | Student Rep: |

Guests: Richard Mahon

**MINUTES – May 12, 2020**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Richard Mahon | Dr. Mahon thanked the DLC for our leadership and hard work since the start of the COVID-19 crisis. We are doing “amazing” work!  A document “DLC Challenge” was shared with the committee and will be discussed in fall.  IIA |
| Approval of DLC minutes: 4/14/2020 meeting – assign themes | Approved |
| **Reports:** |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | DLC minutes of 3/10/20 were approved. |
| Information Technology Advisory Committee (ITAC) Report (Rich) | ITAC Meeting Summary: May 4, 2020   * April minutes were reviewed and approved * Dale Vickers had the committee members review the current Committee Goals and Progress Report. Changes were made and then approved by the members. Updated Goals are due by June 1, 2020 * Communications about Microsoft 365 licensing changes: Ron and Dale explained that the upcoming changes will affect Adjuncts and Retirees who will be able to have access to the online version of Office 365 (now referred to as “Microsoft 365”) * Double-Authentication is coming for anyone using the campus networks (VPNs, Banner, etc) * Construction Update: * Parking Lot R Structure coming online soon   o J Portables are coming down soon  o The Row buildings that were demolished (finally) is making way for the new Bookstore, Library, and Student Center   * Update on IT responses to Campus / Student needs:   o There is a new webpage / blog listing the progress in this area https://www.mtsac.edu/it/blog/ |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | Has not met. |
| Faculty Center for Learning Technology (FCLT) Report (Michelle and Eva) | FCLT is preparing the FOMA Readiness trainings as recommended by DLC and approved by Senate  Integrating Ally and Labster into Canvas  Preparing research and demoing for Live Captioning  Preparing for Cidi Labs integration  IIA, IIIC |
| Student Report |  |
| **DL Amendment Forms** |  |
| AHIS 3H  AHIS 7  AHIS 11H  BUSL 100  BUSM 10  BUSR 76  BUSR 62  BUSR 60  BUSR 59  BUSR 55  BUSR 40  CISB 31  CISD 31 L  CISP 71 L  CISN 51L  CISS21L  CISS 23L  CISS 25L  CISW 17  CNET58  CNET56  CNET54  CNET52  ELEC 50B  ELEC 50A  GEOG 5  GEOG 30  GEOG 2H  HIST 39  HIST 8  LATN 1  LCOM 80  MUS 15H  MUS 106  MUS 105  MUSA 110  MUS 14A  PHIL 5H  PHIL 20 BH  PHIL 20AH  PHIL 9H  PLGL 49  PLGL 48  PLGL 44  PLGL 43  PLGL 42  PLGL 41  PLGL 38  PLGL 34  PLGL 33  PLGL 32  PLGL 31  PLGL 30  SOC 130  SOC 23  SOC 12  SPCH 1A  SPCH 1AH | Approved  Approved – check final exam in WebCMS  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved with topic change in week 16  Approved with topic change in week 16  Approved  Approved  Approved with accessibility checkboxes completed  Approved  Approved after lab topics corrected  Approved after lab topics corrected  Approved after lab topics corrected  Approved after lab topics corrected  Approved  Approved  Approved  Approved -  Approved  Approved  Approved  Approved  Approved with changes to column 2  Approved  Approved after more student-student contact incorporated  Approved after more student-student contact incorporated  Approved with update to week 8  Approved  Approved – update quiz time  Approved  Approved  Approved – update quiz time  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Pulled until new version is at stage 6 in WebCMS  Approved  Approved  Approved  Approved  Approved  IIA, IIIC |
| **Discussion** |  |
| Academic Senate | DLC recommendations for Summer and Fall FOMA Readiness training and FOMA checkbox approved by Senate on April 30.  IB9, IIA, IIIC, IIIA14 |
| Synchronous Best Practices | DLC began discussion of best practices for synchronous instruction and agreed on the following:   * The CVC OEI rubric was created for asynchronous classes. Synchronous class meetings may be considered one type of REC but online classes should include asynchronous features even if the class meets synchronously. * SPOT should remain the training for online teachers. It will be amended to include synchronous practices, but only one SPOT training will remain and all completers will include asynchronous practices. * Definition of synchronous online type must be made clear in schedule of classes   IB9, IIA |
| Chancellor’s Office Meeting and DLC Curriculum Review | Mt. SAC faculty and administrators met with Vice Chancellor Marty Alvarado on May 4 to clarify the DL process and request an extension.   * Mt SAC should develop a clear plan for working through DE Addenda (DL Amendment forms) and provide to CCCCO. * The process that we reviewed last meeting was shared. * CCCCO suggested Mt SAC think about creative ways to group or batch approvals. * CCCCO recognized the need for an extension. Whatever does not get approved in summer and fall will be covered by a “blanket addendum” next Spring, and so on.   IB9 |
| Non-credit DL Workgroup | Noncredit workgroup formed. It includes three faculty from noncredit, two faculty who teach DL and sit on the EDC committee, the Curriculum Liaison and Assistant Curriculum Liaison, and DL Faculty Coordinator. The first meeting is scheduled for Wednesday, May 20.  IB9, IIA, IIIC |
| Live Captioning | Recommendation sent to Richard Mahon  Recommending combination of live captioning service and auto-captioning (Otter)  IIA, IIC, IIIC |
| CVC OEI (California Virtual Campus Online Education Initiative) | Synopsis of new Master Agreement. See highlighted items.   * Local implementation of CVC Exchange no later than June 2023 * Establish a local POCR process * Align at least 20% of online course within two academic years. * Develop additional online courses that fill critical gaps (English, Speech, Math) as outlined by CVC OEI management team: Math (calculus), Communication (public speaking), lab science (biology, chemistry), psychology, Spanish, and English. * Ongoing accessibility, student support services   IIA, IIC, IIIC |
| CVC OEI Online CTE Pathways Grant | * CidiLabs to be integrated into Canvas * Advisory Board met on 4/27.   IIA, IIIC |
| OTC Conference | Fully online and free! Sessions are not yet available. We can look at sessions and approve for SPOT recertification later.  IIIA14, IIIC |
| SPOT Recertification | Recertification intensive workshop scheduled for May 21  IIIA14, IIIC |
| **Announcements:** |  |
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**Spring 2020 semester dates –8 meetings –**2/25, 3/10, 3/24 (cancelled due to campus pause in instruction), 4/14, 4/28, 5/12, 5/26, 6/9 as needed **(finals week)**

**DLC Meetings - 2nd and 4th Tuesdays at 1:15 – 2:45 PM in 6-226A**

DLC website: https://www.mtsac.edu/dlc/

DLC listserv: [dlc@mtsac.edu](mailto: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.