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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** | Jeanne-Marie Velickovic | **X** | Sandra Weatherilt |  |  |  | Student Rep |

Guests: Eva Figueroa

## **AGENDA – October 8, 2019**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: 9/24/19 meeting – assign themes | Approved with corrections |
| **Reports:** |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) |  |
| Information Technology Advisory Committee (ITAC) Report (Rich) | Cloud Service Discussion. Dale explained that Microsoft will be changing their licensing of their software in the future, especially for Office 2019/365. Dale just wanted to alert us that changes are coming in June of 2020 and for us to be on the lookout for his correspondence of those changes as the year progresses.  Elimination of Support for Flash and Java Plug-ins. Ron explained to the committee members that most major Browser software will eventually not continue to support pages and sites that contain Flash and Java Plug-In components because of security vulnerabilities. HTML5 will eventually replace these two in the future.  IIB, IIIC |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | No meeting |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) | Access-a-Thon scheduled October 16, 17  CanInnovate October 25 – agenda out now!  IIA, IIIC |
| Student Report | No student rep yet |
| **DL Amendment Forms** |  |
| ARCH 250  ARCH 280  BUSS 36  READ 90  SOC 5 (4 year review)  SPCH 2 (resubmitted) | Approved  Approved  Contact professor to amend hours, then approved  Approved  Approved with minor correction  Approved  IB9, IIA |
| **Discussion** |  |
| SPOT Recertification | The SPOT recertification webpage debuted October 1. Emails were sent to DL faculty and department chairs. A report has been sent to Academic Senate. Most of the committee has already viewed the webpage and several have submitted for recertification.   * Over 20 faculty have submitted, but many submissions were rejected due to: not enough hours submitted; no Regulations Update included; SPOT training itself used as hours; cancelled classes listed; wrong date range used * Additional training approved by DLC (with evidence required):   + OEI alignment: faculty must submit congratulatory email to DL admin   + OTC attendance: faculty must submit registration receipt and either a copy of their badge or a paragraph with a list of sessions they attended and what they learned to DL admin   + Can-Innovate: in-person attendance still good; Can-Innovate claims that faculty can sign in before every session online and receive an email after 24 hours for every session they join or attend. Faculty must submit emails for sessions to DL admin   A huge thank you goes to the FCLT, IT, and LLR staff for all the work they have done on this process.  IB9, IIIC, IIIA14 |
| ACCJC Substantive Change | Threshold for substantive changes has changed to 50% of major requirements – not including General Education classes |
| CVC OEI Rubric Resolution - local | A resolution in support of campus adoption of the OEI rubric, and development of local campus POCR teams, was passed at ASCCC plenary in November 2018.   * The committee drafted a local resolution to support the OEI rubric and local POCR team creation. * The draft will be reviewed at the next meeting.   IB9, IIA |
| CVC OEI Grant Update | * Outreach to CTE faculty * Zoom meeting with CVC-OEI to go over POCR processes   IB9, IIA, IIC, IIIC |
| **Announcements:** |  |
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**Spring 2019 semester dates –8 meetings –**8/27, 9/10, 9/24, 10/8, 10/22, 11/12, 11/26, 12/10 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.