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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 | **X** | Michelle Newhart |
| **X** | Richard Patterson | **X** | Tammy Knott-Silva | **X** | Sandra Weatherilt |  |  | X | Student Rep |

Guests Richard Mahon, :Eva Figueroa, Hennessey Machado-Hidalgo

## **MINUTES – March 10, 2020**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: 2/25/19 meeting – assign themes | Approved |
| **Reports:** |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | C&I meets today for the first time this semester. |
| Information Technology Advisory Committee (ITAC) Report (Rich) | * Ron gave the members a status review of the Technology Replacement Cycle (mainly covering the campus Switches situation)   + There are roughly 201 switches in operation on campus.   + 15 of those are over 10 years old and need replacement   + 8 new switches have been purchased for the new stadium   + Ron also reviewed the replacement status of computers on campus * Handouts were given covering the Construction standards for Classrooms and other spaces on campus * Ron explained the planned communication to inform campus employees about the Office 365 License changes in the future |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | No meeting as yet. |
| Faculty Center for Learning Technology (FCLT) Report (Michelle and Eva) | Tabled to address course approval and recommendations |
| Student Report |  |
| **DL Amendment Forms** |  |
| AHIS 5H  AHIS 4H  AHIS 6  BUSA 76  BUSA 75  BUSM 60  BUSM 53  BUSO 25  CISP 11 (4 year review)  CISD 11 (4 year review)  ITAL 1  ITAL 61  MUS 14B  MUS 15 (4 year review)  PHIL 12H  SOC 2  SOC 20  SOC 1 | Approved  Approved  Approved  Approved w/ hour correction  Approved w/ hour correction  Approved after check with faculty about topics  Approved after check with faculty about topics  Approved after check with faculty about topics  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved with topic correction  Approved  Approved  IIA, IIIC |
| **Discussion** |  |
| Academic Senate | REC task force recommendations and DLC resolution approved with no changes at Senate. DE Addendum (accessibility) tabled due to lack of time, will be discussion item at next Senate.  IB9, IIA, IIIC |
| Instructional Continuity for Disaster Preparedness | See print materials sent over the weekend.  Recommendation printed below  IB9, IIA, IIIC, IIIA14 |
| CVC OEI (California Virtual Campus Online Education Initiative) Grant Update | Tabled until next meeting |
| Proctoring Software | Tabled until next meeting |
| Canvas Roles for TA | Tabled until next meeting |
| Appropriate Use of Canvas AP | Tabled until next meeting |
| AP 4105 | Tabled until next meeting |
| **Announcements:** |  |
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**Spring 2020 semester dates –8 meetings –**2/25, 3/10, 3/24, 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.

# Instructional Continuity for Emergency Preparedness

Distance Learning Committee (DLC) recommendations, March 10, 2020

### **Background**

Instructional Continuity is the term being used to describe the process of setting up remote, temporary instruction in the event of a campus closure.

The Department of Education (DOE), ACCJC, and Chancellor’s Office have all issued guidelines on instructional continuity. While some institutional processes may be temporarily bypassed to allow campuses to respond quickly to emergencies, there still are some processes campuses will need to follow. Remote instruction does not continue after the end date of the emergency; when the campus reopens, we revert to established practices.

Campus decisions on remote instruction do not supersede licensure guidelines. Individual disciplines have probably been informed by their accreditation boards whether they will accept remote instruction or not. Those decisions are obviously not within the purview of the DLC.

### **Preparing for a campus closure**

While the campus is still open, the DLC identified steps we can take to prepare for an emergency closure. Courses that are currently offered online should not be affected by this eventuality, so the following recommendations apply to in-person classes only.

* ***Identify courses that could be offered via temporary remote instruction***. The DLC recommends that departments use their discipline expertise to evaluate the current courses for remote instruction. Typically, we would look to department chairs to organize and communicate the department decision.
  + Courses that already have been approved via the DL amendment process are, obviously, good to go and can be converted online with no further communication with the Chancellor’s Office. A list of courses that already have DL approval follows. (If a DL-approved course is missing from this list, please contact the Distance Learning Faculty Coordinator, Carol Impara, cimpara@mtsac.edu.)
  + **ACTION ITEM:** Each department should compile a list of non-DL approved courses that they could move to remote instruction. The Chancellor’s office has given instructions for submitting an Emergency Blanket Distance Education Addendum, so this information needs to be submitted together ***soon***.
  + If discipline experts deem that a course cannot be moved to remote instruction, they should work with their division dean and instruction office to address student needs.
  + The Chancellor’s office states that “institutions may enter into temporary consortium agreements with other institutions so that students can complete courses at other institutions but be awarded credit by their home institution.”
* ***Full adoption of Canvas by all faculty***. The DLC strongly recommends that Canvas be used by faculty. All courses (both credit and non-credit) have Canvas course shells created for them every semester, and every faculty member has the opportunity to publish a course shell immediately. In an emergency, Canvas provides the most flexible and intuitive method of providing remote instruction. Canvas also fulfills authentication and FERPA guidelines, which are still mandated by ACCJC and DOE. (Email and other web servers do not.)
  + **ACTION ITEM:** If faculty are teaching courses that may be moved remotely, they should access their Canvas course shells and publish them immediately if they have not already done so.
* ***Commence faculty training in Canvas***. The Chancellor’s office and ACCJC has advised that campuses may waive local approval processes for online teaching (our SPOT process). The DLC recommends that departments communicate with faculty immediately to discuss remote instruction possibilities and gauge faculty readiness. Departments should recommend Canvas training as needed, to commence immediately.
  + **ACTION ITEM:** Canvas training should commence immediately if faculty skills need updating.
    - The FCLT is offering an **Emergency Preparedness Workshop for Using Canvas** especially designed to introduce and set up basic tools that faculty can use to communicate and hold class from a distance. Two hours of instruction will be followed by one hour of open lab time. This workshop has been tentatively set for March 20.
    - The FCLT Team is creating a **YouTube Playlist of useful videos** that can support faculty use of specific functions in Canvas.  <https://www.youtube.com/channel/UCt-jxS4kTvOhl6YgL1BLqEQ/playlists>
    - Faculty have the option of holding class synchronously by using the **Conferences link** (a native tool). (Offering class via video during the same time it ordinarily meets negates many of the concerns about regular effective contact, particularly Title 5 requirements for among-student contact.) The FCLT has provided a tutorial on using this tool in the YouTube playlist, above.
    - An **Intro to Canvas** workshop is offered March 19. Sign up via POD.
    - FCLT launched **Teaching Effectively During Times of Disruption** – text version with links to learn more.  [Mt. SAC Document   (http://bit.ly/mtsac-teach)](http://bit.ly/mtsac-teach)
    - FCLT added a course template into the Mt. SAC Commons. Click on **Commons link** in the gray global navigation menu, and, if it is your first time, accept the license to enter the Commons repository. Search for **Ground-to-Online Template** and look for the "Canvas in a Can" logo.
    - The Canvas Community is a place for faculty to share resources. <https://community.canvaslms.com/> The Canvas Community includes a guide to [moving a course from on ground to online](https://community.canvaslms.com/groups/designers/blog/2020/03/11/2020-course-design-essentials-home-page-sample-module-template).
    - The Online Network of Educators (@ONE) is the training arm of the CVC OEI. Their emergency preparedness resources can be found under <https://cvc.edu/about-the-oei/resources/>.
    - **FCLT Office Hours** are held Wednesdays and Thursdays from 2-5 p.m.
    - Departments can identify **Faculty Mentors** to help other faculty improve their Canvas skills.
    - Self-training through the Canvas Instructor Guides, accessed by clicking the **Help icon** in the gray global navigation menu in Canvas
* ***Proactively respond to student concerns***. Faculty are urged to address student concerns about the potential for emergency closure and prepare them for remote instruction.
  + The DLC recommends that faculty use existing class time to introduce Canvas tools such as posting to discussions, uploading assignments, or taking quizzes as necessary.
  + The DLC urges faculty to remember that students may not own computers, and will rely upon their phones to complete online assignments. (If limited campus availability, students can use a computer lab: <https://www.mtsac.edu/computerlabs/>).
  + The DLC suggests faculty remind students they can still access online tutoring (through NetTutor) and counseling (through Cranium Café).

Respectfully,

Carol Impara

Distance Learning Faculty Coordinator