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| Logo_MtSAC_Blk_Solid_bigcisddawoo**Distance Learning Committee**  **2023-24** |

**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 and processes pertaining to distance learning
* evaluate and promote a variety of effective practices and standards for distance learning that foster student equity and success
* support sharing and collaboration among distance learning faculty by working with the Faculty Center for Learning Technology, Information Technology, Faculty Professional Development Council, and the Faculty Learning Activities Committee
* facilitate the development of an ongoing Distance Learning Plan
* coordinate with campus committees and other constituencies with regards to distance learning
* support accreditation processes

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| **X** | Joshua Cabrera | **X** | Sable Cantus | **X** | Matthew Dawood | **X** | Michael Dowdle | **X** | Katie Datko |
| **X** | Luis Echeverria-Newberry | **On leave** | L.E. Foisia | **X** | Lauren Greenberg | **X** | Hong Guo | **X** | Mike Hood |
| **X** | Carol Impara, co-chair |  | Tammy Knott-Silva | **X** | Catherine McKee | **X** | John Norvell | X | Sonia Ortega |
|  | Romelia Salinas, co-chair | **X** | Eric Turner | **X** | Sandra Weatherilt |  | Student Rep: |  | Student Rep: |
| Guests: | | | | | | | | | |

## **AGENDA – October 24, 2023**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes:  October 10, 2023 | Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | DLC minutes from September 12, 2023 were accepted. |
| Information Technology Advisory Committee (ITAC) Report | No meeting. |
| Office of Distance Learning & Instructional Technology Report & CVC Tech Integration Updates (Katie) | CVC-OEI Updates:   * @ONE – Still putting out Request for Information for professional development providers. Still offering facilitated workshops – currently free to take for Fall 2023. * Legislative Education Modality Research project * Call for [**Webinar Facilitators**](https://docs.google.com/forms/d/e/1FAIpQLScr-sBXd8Fs4xmdv8bpHOp59T3ygMtv8MlV4vco1o3s17LICw/viewform?mc_cid=a1a8d68c15&mc_eid=01dccd80c1); $500 to develop 90-minute webinar. * CCC [**Competency Based Education Webinar Series**](https://docs.google.com/document/d/1QYl8MW9EcRneBiexIqmpLxo0ecQdFvZnmXdo5k8WrZU/edit) * CCC TechConnect update:   + - DECT Captioning Grant       * Captioning in 3CMedia TBD   + Zoom Appointments feature & Zoom Whiteboard   + Call for proposals for Online Teaching Conference     - [**Early acceptance deadline**](https://onlineteachingconference.org/call-for-proposals/) – 11/30/23   ODLIT   * Find Out Friday:[**Managing Quizzes & Exams in Canvas**](https://mtsac-edu.zoom.us/meeting/register/tZUvce-ppzMjGNdZBvS3GNXk-3TabpcYx7rh) 10/27 @ 11 AM * Distance Learning Week 11/6-11/9. Topics:   + Interactive Touches General, Text & Video * CidiLabs * AI (asynchronous online, sign-ups available beginning 11/6) |
| Educational Technology Committee (Sonia) | Yesterday’s meeting focused on Katie’s presentation of AI detection tools: GPT ZERO (Origin), Copyleaks, and Turnitin. We discussed the accuracy of these tools and the lack of evidence when AI is detected. We briefly discussed the AP on Student Academic Honesty. |
| Student Report | No student representative as yet. |
| **DL Amendment Forms** |  |

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| ASTR 5  ASTR 5H  ASTR 8  BS ABE05  BSHS ETHN  FCS 41  ID 22  ID 34  MATH 110  OAD FN  OAD MOX09  OAD MBH  PHIL 12  PHIL 12H  SIGN 223  SIGN 241  VOC ADJ01  VOC ADJ02  VOC AGG01  VOC CSB21  VOC LFC  VOC PCA  VOC PHLB1  VOC RG | Approved with add topic and correct abbreviations  Approved with add honors language and amend title and abbreviations  Approved with edit topic and add topic  Approved  Approved with edits to topics, see comments  Approved with edit topic in week 16  Approved with change title and add lab topic to week 16  Approved with add lab final to week 16  Approved with topic edits, see comments  Approved with minor edits, weeks 3 and 8  Approved  Approved  Approved  Approved with add honors wording  Approved  Approved  Approved  Approved  Approved  Approved with check maximum hours  Approved  Approved  Approved  Approved  ***The DL Coordinator will forward the approved, corrected forms to Curriculum for EDC review, and will contact faculty who need to redo forms.*** |
| **Discussion** |  |
| Academic Senate Update | The DL Amendment Form proposal was introduced as a Discussion item at Academic Senate last Thursday. It will probably go to vote mid-November and, if it is approved, it will be available to use December.  The DLC discussed ways to review the form after it is approved. One suggestion was to form small, rotating workgroups to review forms and recommend forms for approval as we did during the pandemic. Faculty committee members may only have to review forms once a semester. We will keep the process of uploading the form via the Smartsheet. |
| DLC Goals and Purpose Function for 2023-24 | A DLC Master plan was last updated before the pandemic. The DLC questioned whether a Master Plan is still needed. If not, it should be removed as a Function.  ***Carol will investigate this question with Roger Willis and Meghan Chen.***  The DLC worked on wording for goals. Subgroups were formed to review and recommend outcomes to the committee.   * SPOT review: Carol, Catherine, Mike D., Sandra, Lauren, Sable, and Katie * Equity/data use: Carol, Mike H., Hong, John, Sonia, and Katie * POCR future: Carol and Katie   ***Subgroups will meet to decide how to move forward.*** |
| Distance Learning Handbook | Tabled due to lack of time. |
| SPOT Recertification | Tabled due to lack of time. |

**Spring 2023 semester dates – 8 meetings –** as needed **(finals week, summer are possible)**

**DLC Meetings - 2nd and 4th Tuesdays at 1:15 – 2:45 PM online via Zoom**

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

DLC listserv: dlc@mtsac.edu