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| Logo_MtSAC_Blk_Solid_big**Distance Learning Committee**  **2021-22** |

**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** | Matthew Dawood | **X** | Michael Dowdle | **X** | L.E. Foisia | **X** | Hong Guo | **X** | Mike Hood |
| **X** | Carol Impara, co-chair |  | Tammy Knott-Silva | **X** | Catherine McKee | **X** | Stacie Nakamatsu |  | Michelle Newhart |
| **X** | Rich Patterson | **X** | Romelia Salinas, co-chair | **X** | Eric Turner | **X** | Sandra Weatherilt |  | Student Rep: To be appointed |

Guests: Eva Figueroa, Ed Estes

## **MINUTES – October 26, 2021**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: assign themesOctober 12, 2021 | Approved. |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | C&I accepted the following DLC minutes: 9/14/21The SPOT Equivalency Criteria recommendation was approved and the proposal moved to Academic Senate Exec.The DL Amendment form revision is on the agenda at C&I today. |
| Information Technology Advisory Committee (ITAC) Report (Rich??) | No meeting was held |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | Has not met yet. |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) | FCLT continues to publish blogs! Issuing video for Honorlock and releasing a self-paced Honorlock course for faculty soon. IIA, IIIC |
| Student Report  |   |
| **DL Amendment Forms** |  |
| None this week! |   |
| **Discussion**  |  |
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| H.4.C | With the change in federal and state DE regulations, Faculty Association has requested that DLC make a recommendation to update the H.4.C. DLC recommends:1. To the paragraph advocating faculty dialog, include “Refer to AP 4105 for guidance on determining online criteria.”
2. To the paragraph advocating faculty dialog, include “It is preferred that SPOT-certified faculty perform observations.”
3. To introduction, include checkboxes (or fill in line) that observer can note if the class is fully online asynchronous, fully online synchronous, or partially online (hybrid).
4. Under Part B, change “Online course content is easily accessed in the course website” to “Course content is compliant with accessibility standards.”
5. Under Part B, delete “Demonstrates effective and regular contact with students.” Substitute two items:
	1. Demonstrates regular and substantive interaction on a predictable and scheduled basis between professor and students.
	2. Demonstrates regular and substantive interaction on a predictable and scheduled basis among students.
6. Move the phrase “Information presented is accurate and compliant with current course outline and/or syllabus” from Part B to Part C. Remove “Course delivery agrees with Method of Instruction listed in Distance Learning Course Amendment Form for this course.”

IB9, IIA |
| Data Update from Board Briefs | The BOT meeting on October 13 included the following data:The fall 2021 enrollment compared with fall 2019 by instructional modality are as follows: * Face-to-face classes showed a decline of 32.2%.
* Online classes showed an increase of 27.4%
* Hybrid classes displayed an increase of 4.8%.

An analysis by student demographic groups indicate the following noteworthy trends: * Among full-time students, enrollment decline for males (decrease of 19.7%) was greater than females (decrease of 15.5%). A similar enrollment gap between genders exists among part-time students.
* International student enrollment dropped by 47.3% likely due to COVID-19 travel restrictions between students’ home countries and the United States

What kinds of data do we need to make recommendations?* DLC has written a goal to collect data to address equity gaps. Mike Hood is a data coach! Data coaches are making individual course data available to faculty and looking at differences in success rates for online vs. Hybrid vs. In-person courses.
* DLC interested in looking at retention and success rates comparing synchronous and asynchronous courses, and by equity populations.

***Mike Hood will lead a workgroup with Hong, Catherine, and Carol to explore data sources. Aim for end November discussion***.IB9, IIA, IIIC |
| CVC Update – Student Exchange | Romelia Salinas is meeting with CVC weekly. Mt. SAC is well on the path to becoming a Teaching College! Setup should be completed by late November. Target is rollout of Student Exchange by Winter 2022; may wait until Spring 2022 to launch – pros and cons discussed. Working with Admissions and IT to create welcome letter. A meeting needs to be scheduled with counselors. Romelia can share toolkit with counselors. IIA, IIIC |

**Fall 2021 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

# **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.