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

 Guest: Katie Datko

## **MINUTES – March 8, 2022**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: assign themesFebruary 22, 2022 | Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | Meeting first time this semester. |
| Information Technology Advisory Committee (ITAC) Report  | * Student Print Management System.
	+ 10 printers were purchased and deployed around campus for students to print.
	+ Funding for this project is secure for the rest of the fiscal year using HERF money.
* FreshService, the new Help Desk ticketing system has been deployed.
	+ The Campus has had a positive reaction so far.
* To restrict bad actors, applications connected to our Google Suite of Tools will be reviewed by IT and presented back to ITAC before restrictions are put in place. Concerns include:
	+ Apps that access Contacts.
	+ Apps with runtime privileges.
	+ Apps that can mass copy/share copyrighted material (e.g., movies).
	+ Apps that create throw-away email addresses.
* Committee Goals: Feedback from PAC, the word “equity” needs to be added as the motivation for Goal #6.

IIIC |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | Has not met yet. |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) | New blog debuted in new blog platform. Topic: Using blogs for Authentic Assessment. Preparing to launch annual faculty survey. DLC will beta test the survey and give feedback.IIA, IIIC |
| Student Report  | Welcome Carlos! No report this meeting.  |
| **DL Amendment Forms** |  |
| AMLA 93BUSS 34DNCE 30FIRE 3MATH 130MUS 102MUS 110AMUS 125MUS 27RAD 62AVOC 1D 14VOC PTEC1VOC PTEC2 | ApprovedApproved with minor edit week 16Approved with editsApproved with add course title, edit topicsNot recommended for approval – topic changes and titleApproved with add hour to weeks 1-15Approved with add hours, amend topics to remove parenthesesApproved with add hour, amend topicsApproved with editsApproved with editsApprovedApprovedApprovedIIA, IIIC |
| **Discussion**  |  |
| Winter POCR Series Update and POCR Certification Update | This winter, the POCR team presented six consecutive POD sessions on aligning courses to the CVC Rubric. After the sessions were over, a survey went to 47 attendees of this POD series. There was a 50% response rate. Over half attended the sessions to get help with CVC alignment; some attended for SPOT recertification, and some were simply interested. 80% said they altered their courses based on what they learned; others planned to. Most comments were appreciative of accessibility guidelines. The FCLT is updating recorded sessions to be self-paced sessions.Update on current local CVC POCR certification: There is currently confusion about whether a campus is locally certified since the CVC changed the process without informing constituents. Katie Datko and DL Coordinators will meet with CVC next week to discuss.IIA, IIIA14 |
| Leading From the Middle - Update | LFTM is an equity focused program. Proposed project is on digital accessibility program planning, coordinating different units to “reduce the maze to accessibility.” * What: To streamline accessibility processes across Mt SAC.
* How: By improving and simplifying the processes so Mt SAC employees can easily learn about and create accessible content.
* Why: All audiences will have equitable access to Mt. SAC’s digital content and resources.
* Group members: Michelle Newhart, Catherine McKee, Eric Turner, Matt Dawood, and Mike Nichols.

IIA, IIIC |
| SPOT Update | 769 faculty are now SPOT certified. There have been an increase in SPOT applicants due to side letter – 10 last week! No SPOT submission deadlines for summer or fall yet. Working with Oli Mohamadi to model equity in SPOT.Zoom hours continue Mondays from 1-2 p.m.Composing SPOT faculty survey.IIA, IIIC, IIIA14 |
| SPOT Equivalency (SPEQ) | DL Page being designed. Hope to roll out SPOT equivalency process at the end of the month.IB9, IIA |

**Spring 2022 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.