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| Logo_MtSAC_Blk_Solid_big **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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|  | Joshua Cabrera – cannot attend this semester | **X** | Sable Cantus | **X** | Katie Datko |  | Matthew Dawood – cannot attend this semester | **X** | Michael Dowdle |
| **X** | Luis Echeverria-Newberry |  | 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 |
| **X** | Romelia Salinas, co-chair | **X** | Eric Turner | **X** | Sandra Weatherilt |  | Student Rep: |  | Student Rep: |
| Guests: | | | | | | | | | |

## **MINUTES – March 12, 2024**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes:  February 27, 2024 | Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | C&I starts meeting March 12. |
| Information Technology Advisory Committee (ITAC) Report (Mike D, Katie) | ITAC Meeting March 11, 2024   1. IT Survey Update – re-release of Faculty/Manager/Staff and Student surveys 2. Academic Tech Update  * MS Office changing structure of A1 license - IT is investigating license package options |
| Office of Distance Learning & Instructional Technology Report & CVC Tech Integration Updates (Katie) | * Find out Fridays (FoF) RSI Marathon Day 3/15   + RSI for Equity   + Interactive Touches for Synchronous Classes   + Interactive Touches for Text Content   + Interactive Touches for Video * April FoF -- 4/19 Emerging Technology * April Tech Week with Learning Center * Blogs:   + [**Demystifying the ‘Substantive’ of RSI**](https://fclt.edublogs.org/2024/03/06/demystifying-the-substantive-of-regular-substantive-interaction-rsi/)   + [**Group Projects with Pronto**](https://fclt.edublogs.org/2024/03/06/demystifying-the-substantive-of-regular-substantive-interaction-rsi/) * Reminder: New Discussions in Canvas on by default July 24 * Observer role turned off for CRN courses due to potential FERPA issues. Can still use in sandbox/non-instructional courses.   + **Tutor and TA** roles will continue to be adjusted to ensure FERPA protection |
| Educational Technology Committee (Sonia) | First meeting 3/27 |
| Student Report |  |
| **DL Amendment Forms** | DLC Committee member: Please write “Approved” or “Approved with…” by the course you are reviewing if it’s okay to go, or needs a simple correction. Write “Committee to Review” if you want the DLC to discuss the form during the meeting. |
| (Hong)  AGAG 1  ARCH 221  ARTD 20  BUSS 36  BUSS 79  CHLD 10  CHLD 10H  EDUC 10  FRCH 1  FRCH 2  (John)  FRCH 3  FRCH 4  HTL 300  HTL 301  HTL 302  HTL 308  HTL 312  HTL 330  HTL 390  HTL 404  (Mike D)  HTL 406  HTL 410  HTL 432  HTL 440  JAPN 2 - Committee to Review???  JAPN 3 - Committee to Review???  MATH 260  MATH 285  MATH 290  MUS14A  (Sable)  MUS 14B  MUS 14BH  MUS 103  MUS 103H  MUSA 110  MUSA 230  PHOT 17  PHOT 28  PHOT 29  R-TV 36  (Sonia)  SPCH 1A  SPCH 1AH  SPCH 2  SPCH 4  SPCH 6  SPCH 7  SPCH 7H  SPCH 8  SPCH 8H  SPCH 300 | Approved with complete top section  Approved  Approved (PDF version)  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved with one minor edit (approval year)  Approved  Approved  Approved  Approved  Approved  Approved  Approved with one minor edit (units)  Approved with one minor edit (units)  Approved with check app box  Approved with check app box  Approved with check app box and title correction  Approved with check app box  JPN 2 & 3 - a few of the “Achieving Course Outcomes in This DL Course” not checked; “student interaction” checked no, but then methods checked  Approved  Approved  Approved  Approved  Review next meeting  Review next meeting  Review next meeting  Review next meeting  Review next meeting  Review next meeting  Review next meeting  Review next meeting  Review next meeting  Review next meeting  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Title doesn’t match; corrected in Word Doc  ***These items are recommended for approval by DLC. They will be sent to curriculum for the EDC agenda.*** |
| **Discussion** |  |
| Accreditation team meeting with DLC | Met Wednesday, Feb 28 at 10 a.m. in the POD Loft. From the DLC, Catherine, Hong, John, L.E., Katie, Tammy, Eric, Michael, Romelia, and I attended. The head of the accreditation review team, as well as a faculty review team member and ACCJC representative, were there as well. We already knew about Core Indicator #4, concern about levels of RSI.   * The review team asked us to explain our processes. Each faculty member at the table described how they met RSI in their own courses, which I think the team liked. * We asked what their definition of discussion facilitation was. The review team replied that the campus needed to make that determination, but we all discussed various ways we facilitate discussion, including ways that are not captured in a Canvas shell. * The review team suggested that we might want to capture evidence of exchanges not in the Canvas shell via screenshots (for instance) and add them to the DL Handbook. * The review team suggested that the Handbook address how to incorporate student feedback. * I sent the RSI Rubric draft and the Flex Day presentation slides to them per their request.   ***Future topic: Discussion Facilitation.*** |
| Subgroup - Equity | Met March 5. Dr. John Barkman from RIE joined us. After clarifying what codes to access, he set forth ideas about creating a survey for students. We can also access existing data to research different groups.  We will determine our next meeting time. |
| Subgroup - SPOT | Met March 5.  The subgroup accepted a revamped rubric.  Catherine asked the group to give input on a revised SPOT course shell so she can interact with the Instructional Designers.  The subgroup discussing the possibility of offering an online facilitated asynchronous course over 8 weeks, perhaps starting in the summer.  Next meeting April 2. |
| Distance Learning Handbook | Review of handbook. Sections were divided for more updating:   * Mike H will check through Procedures, including evaluations – did we capture all common procedures and are they described adequately? * Sonia and Hong will check Required Course Elements – are there other Required Course Elements that should be included? Should there be a separate item about authentication? * Carol, Catherine, and Sandra will check Best Practices and include item on student feedback and others as needed.   Add to end: Feedback. Did we miss something?  The handbook will be reformatted after it is removed from One Drive. Don’t worry about the formatting right now.  ***These changes will be updated in the draft and reviewed next meeting.*** |

**Spring 2024 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