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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 |  | Katie Datko |  | Matthew Dawood – cannot attend this semester | **X** | Michael Dowdle |
| **X** | Luis Echeverria-Newberry | **X** | L.E. Foisia | **X** | Lauren Greenberg | **X** | Hong Guo | **X** | Mike Hood |
| **X** | Carol Impara, co-chair | **X** | 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: Barbara Mezaki, Michelle Newhart | | | | | | | | | |

## **MINUTES – March 26, 2024**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes:  March 12, 2024 | Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | DLC minutes of 11/14/23, 11/28/23, and 12/12/23 approved. |
| Information Technology Advisory Committee (ITAC) Report | No ITAC meeting to report. Next is April 8, 2024 |
| Office of Distance Learning & Instructional Technology Report & CVC Tech Integration Updates (Michelle Newhart) | FCLT April Workshops (up in POD soon):   * LLC Tech Week 4/10-12. FCLT workshops are the following:   + **Wednesday, April 10:** 2:15-3:15 PM: "Adobe Products to Generate Images" by Eva   + **Thursday, April 11** 2:15-3:15 PM: "How to Tango: Mastering Instructional Magic with Tango.us" by Eva   + **Friday, April 12** 11:20-12:20 PM: "Strategies for e-Integrity" by Katie Datko & 12:30-1:30 PM: "How to Tango: Mastering Instructional Magic with Tango.us" by Eva * Find Out Fridays April Marathon 4/19   + Generate Teaching Ideas with Generative AI   + Annotations with Perusall   + Meet the New Cidi Labs   + Canvas Studio Overview   + Interactives with PlayPosit   + Canvas Announcements & Discussions Redesign   + Community Building with Pronto   Instructional Technology   * Discussion revamp updates * Cidi Labs redesign * \*Pronto will have gradebook integration! More info soon!\*   Reminders:   * [**Online Teaching Conference**](https://onlineteachingconference.org/) 6/26-28 * [**@One Spring 2024 Webinar Series**](https://onlinenetworkofeducators.org/spring-2024-webinars/) |
| Educational Technology Committee (Sonia) | Discussion focused on choosing an AI detection service for the college. The two main options are K16 and Copyleaks. K16 checks assignments, quizzes, and discussions, but the information opens in an external tab. Copyleaks opens directly in Canvas but only checks assignments. Anthony Moore will look into cost and IT resources needed for each service. There isn’t a deadline to choose a service, but the goal is to choose something as soon as possible.  Romelia requested that the Ed Tech Committee keep DL in the loop since there is a likelihood that ODLIT/FCLT will oversee tools just as they do Honorlock, etc. |
| 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. |
| (Sable)  MUS 14B  MUS 14BH  MUS 103  MUS 103H  MUSA 110  MUSA 230  PHOT 17  PHOT 28  PHOT 29  R-TV 36  (Sandra)  ADJU 1  ADJU 2  ADJU 3  ADJU 4  ADJU 5  ADJU 6  ADJU 9  ADJU 10  ADJU 20  ADJU 50  (Lauren)  ANTH 1  ANTH 1H  ANTH 1L  ANTH 5  ANTH 5H  ANTH 6  ANTH 314  ANTH 316  BIOL 25  BUSR 62  (Luis)  BS LRN 50  CISB 11  CISB 31  CISD 21  MATH 12  MATH 15  MATH 18A  MATH 18B  MATH 150  MUS 110A  (Mike H)  AD 1  ARCH 180  ARCH 250  ARCH 251  MATH 10A  MATH 13  SOC 12  SOC 36  VOC ED  VOC EST52 | Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved with title correction, add faculty developer, add content checkbox  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved – note FOMA  Approved – note FOMA  Approved  Approved – note FOMA  Approved with expanded title  Approved  Approved  Approved  Not recommended for approval – no boxes checked  Approved with revision (orientation box not checked)  Approved with revision (orientation box not checked)  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved. Note that does not allow for synchronous class  Approved, check breakout rooms in student interaction  Approved, check breakout rooms in student interaction  Approved, check breakout rooms in student interaction  Approved with edit to title  Approved with addition of last DL approval date  Approved  Approved  Approved with change to Online instead of Lecture Online, Lab In-Person  Approved with some edits (correct title, checked course orientation, unchecked “no” for student-to-student interaction for in-person course)  ***The DL Coordinator will forward the approved, corrected forms to Curriculum for EDC review, and will contact faculty who need to redo forms.*** |
| **Discussion** |  |
| Accreditation Team Visit | Barbara Mezaki attended to discuss the accreditation review and projected findings.  According to the Site Visit Team's exit report, their review of the second set of 50 online courses did not yield adequate RSI.  Thus, there is a likelihood that Mt SAC will be required to demonstrate compliance with Standard II.A.7 and the Commission Policy on Distance and Correspondence Education when the ACCJC recommends action in June. Mt. SAC will need to respond with a plan of action to address RSI.  Standard II.A.7 **7.** The institution effectively uses delivery modes, teaching methodologies and learning support services that reflect the diverse and changing needs of its students, in support of equity in success for all students. |
| SPOT Recert Sessions | @ONE Spring 2024 webinars. These are not self-paced. “Participants do not earn a badge. There is a survey that is completed at the end of the webinar that participants can use as evidence of attendance. If participants need more formal evidence, they can email us at [support@cvc.edu](mailto:support@cvc.edu) and our director, Brandon Gainer, will send them a formal email as proof of attendance.” (Xochitl Tirado)   * April 5: Map Your Data Story: Using Data to Ensure Student Success * April 12: Creating an Equitable Course Outline of Record * April 18: Regular Substantive Interaction in Online Courses * April 19: Assessing Learning in Online Courses * April 25: Making Documents Accessible in Canvas * April 26: Captioning Strategies and Options * May 3: Artificial Intelligence as a Partner in the Learning Process   FCLT sessions for SPOT recert consideration – some of these may be in Tech Week and some on Tools Day   * Tech Week: How to Tango: Mastering Instructional Magic with Tango.us * Tech Week: Adobe Products to Generate Images * Tools Day, 4/19: Generate Teaching Ideas with Generative AI * Tools Day, 4/19: Canvas Announcements & Discussions Redesign * Equity Day, 5/17: Humanizing 3: Building Community with Your Online Students * Equity Day, 5/17: Maximizing Canvas Courses for Mobile Use * Equity Day, 5/17: Generative AI & Equity Considerations in the Online Learning Environment   ***The DLC approved all proposed sessions for SPOT recertification.*** |
| Distance Learning Handbook | Review of handbook sections per assignments.   * Procedures * Required Course Elements * Best Practices   ***The DLC discussed the following:***   * ***Moving or deleting paragraphs that did not describe Procedures*** * ***Clarified role of reviewer*** * ***Discussed extensively what constitutes facilitating a discussion***   ***The DL Handbook will be updated with these additions and the final Best Practices section will be reviewed at the 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

@ONE sessions:

<https://onlinenetworkofeducators.org/spring-2024-webinars/>

## **Map Your Data Story: Using Data to Ensure Student Success**

**Friday, April 5, 2024; 11 a.m. – 12:30 p.m.**  
**Presenter:**Crystala Button

**Description**

It can often be difficult to know where to start with data, knowing some basic strategies can offer educators a look into what they can do to support students! Whether it’s through Canvas reports, school-wide data, or formative assessment data (student feedback, self-reflections, etc.), faculty can create a picture of what  students need most and build support on the spot to ensure their success. This webinar will enable participants to take a deep dive into their own “data story” to write a few chapters toward the ending they want!

## **Creating an Equitable Course Outline of Record**

**Friday, April 12, 2024; 12 p.m. – 1:30 p.m.**  
**Presenter:**Brielle Plump-Erike & Nili Kirschner

**Description**

Learn how to design your Course Outlines of Record (COR) with diversity, equity, inclusion, and anti-racism (DEIA) in mind! What is a COR and how is it different from a syllabus? Who is responsible for the COR? Which COR elements can be aligned with DEIA goals, and how? We will explore ways to bring the COR and DEIA into your course, as well as creative strategies for inviting students into your course design to enhance inclusivity and authenticity.

## **Regular Substantive Interaction in Online Courses**

**Thursday, April 18, 2024; 11 a.m. – 12:30 p.m.**  
**Presenter:**Manar Hijaz

**Description**

Delve into the core of Regular Substantive Interaction (RSI), understanding what it is and why it matters. This webinar will offer RSI engagement strategies, tools to enhance RSI, and how RSI fosters equity and inclusion. Participants will learn how to elevate their engagement with students to cultivate a culture of meaningful connection and interaction.

## **Assessing Learning in Online Courses**

**Friday, April 19, 2024; 3 p.m. – 4:30 p.m.**  
**Presenter:**Kelly Spoon

**Description**

Assessing learning in online courses can be challenging and time-consuming. In this webinar, participants will be provided with insights and practical strategies for equitably evaluating online students in the age of AI. In addition to discussing key components of effective online assessments, methods to support students in completing assessments successfully will be shared. We will also discuss key components of effective online assessment, with examples shared from multiple disciplines.

## **Making Documents Accessible in Canvas**

**Thursday, April 25, 2024l 11 a.m. – 12:30 p.m.**  
**Presenter:**Suzanne Wakim & Karen Crozer

**Description**

This webinar will help participants answer: Are my documents accessible? Learn about what makes a document accessible, how to conduct an accessibility check, and how to fix any issues. In this webinar we will demonstrate the use of the Accessibility Checker for different document types (Word Documents, PowerPoints, and PDFs). We will also discuss the limitations of automated accessibility checkers and how to identify the necessary features for documents. Finally, we will demonstrate how to remediate or create documents, so they are accessible.

## **Captioning Strategies & Options**

**Friday, April 26, 2024; 11 a.m. – 12:30 p.m.**  
**Presenter:**Karen Crozer

**Description**

Do you feel overwhelmed by the thought of captioning every video you post in Canvas, even though you know the Americans with Disabilities (ADA) Act requires it? This webinar is your key to unlocking the door to inclusive and accessible multimedia creation. From understanding the importance of captions to hands-on strategies for crafting them, this webinar simplifies the journey of ADA-compliant captioning. Gain confidence in finding properly captioned videos and understanding the issues caused by auto-generated captions. Master the process of captioning your pre-existing videos and planning for future ones. Finally, learn expert tips to speed up the captioning process.

## **Artificial Intelligence (AI) as a Partner in the Learning Process**

**Friday, May 3, 2024; 11 a.m. – 12:30 p.m.**  
**Presenter:**Crystala Button

**Description**

Partnering with Artificial Intelligence (AI) as part of the learning process can feel daunting; where should faculty start and how do they know where to go from here? AI is here to stay, so let’s begin to build the framework in which it participates in our learning spaces as we direct it to do so. Relying on the elements of digital citizenship, we will create guidance to teach students the ins and outs of being an informed AI user and build a framework where you, the instructor, can begin to control the application/outcome of AI’s use in your learning environment.