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

Guest: Katie Datko

## **MINUTES – February 22, 2022**

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| **Welcome, Katie!** | |
| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: assign themes  December 14, 2021 | Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | Has not met yet. |
| Information Technology Advisory Committee (ITAC) Report | Has not met yet. |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | Has not met yet. |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) | Campus wide trainings on Feb 9 and 11;  FLEX Day session: using Canvas to teach on campus; and What’s New in Canvas  Converting POCR POD sessions to self-paced options  Assessing tool and platform use due to projected CVC cuts. I.e., Canvas Studio will not be supported through CVC. We would need to include in STAC funding. Not used as much as Screencast-o-matic and it is expensive.  Needs assessment survey being prepared and launched.  Data collection ongoing to prepare for accreditation.  IIA, IIIC |
| Student Report | Carlos Romero has been appointed. |
| **DL Amendment Forms** |  |
|  | We will resume DL Amendment form review at the next meeting. |
| **Discussion** |  |
| SPOT Equivalency Update | Language drafted and webpage set up, but needs links and some TLC. Smartsheet designed. Plan to roll out process in March.  IB9, IIIC, IIIA14 |
| SPOT Recertification Courses | The following Flex Day courses are proposed for SPOT Recertification:  Panel: Engaging Student Participation Online  ***DLC approved this session for SPOT recertification.***  IIA, IIIC, IIIA14 |
| POCR/SEAP Grant Update | Accessibility specialist and office assistant hired and working regular hours  6 faculty aligned so far; goal was 12  27 in pipeline. At least a dozen are quite active.  One orientation and 6 POD sessions offered; goal was 2  IIIC |
| Leading From the Middle Report | Group (Michelle, Matt, Catherine, Eric, Mike Nichols) is attending a 3-day conference this week in person at Cal Poly.  This project is aiming to unify accessibility resources across campus to reduce redundancy. |

**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](mailto: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.