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| Logo_MtSAC_Blk_Solid_big**Distance Learning Committee**  **2020-21** |

**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** | Meghan Chen, co-chair | **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** | Rich Patterson | **X** | Eric Turner | **X** | Sandra Weatherilt | **X** | Student Rep: Jem BonfiglioLeonardo Rojas |

Guests: Michael Carr

## **MINUTES – April 27, 2021**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: 4/13/2021 meeting – assign themes | See minutes in OneDrive. Approved. |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) |  DLC minutes of March 9, 2021 accepted |
| Information Technology Advisory Committee (ITAC) Report  |  |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | FLAC met on April 16 for the first time this AY and will meet again on Friday (4/30) to begin discussion of scheduling events for AY 2021-2022. We discussed how much training should be offered on campus as opposed to Zoom, given faculty’s newfound comfort level with Zoom. Thoughts, DLC? Are there any events DLC would like to see scheduled for the next academic year? Send Catherine an email.***The DLC recommended that virtual training continue to be offered as an option.***IIIC, IIIA14  |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) | Provided surveys to IT for faculty and students regarding OutlookAre also planning summer and fall 2021 workshops - determining training needs for faculty Suggested FLEX day presentation on “Using Canvas in the classroom” as people return to campusEduCause released Horizon report with specific report on community colleges. Flexibility is the key word! Self-paced accessibility workshop series launching. Microsoft Word Accessibility first. Now one-hour workshop in Cornerstone.IIA, IIIC |
| Student Report  | Part of proctoring review; last meeting scheduled for FridayIB9, IIA, IIIC |
| **DL Amendment Forms** |  |
| DL Faculty Workgroup Recommendations | The spring DL faculty workgroup met on April 16 and 23, 2021. Please review recommendations (below) and vote to accept/approve the recommendations.***The DLC approved the workgroup recommendations and recommended moving the courses forward to EDC.***IB9, IIA, IIIC |
| **Discussion**  |  |
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| Proctoring Review Workgroup  | You are invited to a special DLC meeting next Tuesday, May 4 at 1:15 p.m. to review the proctoring review workgroup report. * Four students on workgroup
* Faculty from Business, Tech and Health, and Natural Sciences
* Five tools reviewed
* Last meeting scheduled this Friday
* Recommendation will be presented next Tuesday

IB9, IIA,IIIC |
| SPOT Report | As of this meeting, * 483 faculty are SPOT certified
* 611 SPOT sign-ups since March 2020
* 654 faculty currently in SPOT
* 57 submitted courses in the review queue now
* Courses submitted in early April are currently under review
* SPOT registration has picked up recently
* Several more courses returned for not passing pre-check, resubmission expected soon
* Faculty get an immediate pre-check upon submitting the course, and the course is returned to the faculty member for revision right away if the course is missing certain obvious things. After making those revisions and resubmitting the course the faculty member is added to the review queue.
* Faculty can expect to wait three to four weeks between successful course submission (passing the pre-check) and the start of the official course review.
* Catherine holds weekly SPOT Zoom hours on Monday afternoons and meets individually with faculty who request a meeting.
* Reviewers commonly meet with faculty one-on-one via Zoom as part of the course review.
* Five of us will be reviewing SPOT courses over the summer:
	+ Mike Dowdle
	+ Hong Guo
	+ Elizabeth Lobb
	+ Catherine McKee
	+ Sandra Weatherilt

IIA, IIIC, IIIA14 |
| Academic Senate Report | The DLC reviewed the Annual Report to the Academic Senate and offered suggestions. The revised report will be forwarded to the Secretary of the Academic Senate on Wednesday.IB9 |
| SPOT Recertification Request | *Inspired Teaching Conference: Designing with Care*The DLC had decided to postpone a decision until members attended this conference. Four members of DLC attended the Designing with Care conference. Attendees felt that the topics were generalized for both online and in-person classes and therefore would not meet SPOT recertification criteria of online-focused material.IIA, IIIC, IIIA14 |
| SPOT Equivalencies | Process for approving other college trainings. Hong Guo and Elizabeth Lobb received exceptional service time to review other colleges’ online training programs to determine if any would be accepted in lieu of SPOT. Most trainings are not structured like SPOT (i.e., most are not competency based).**Criteria for Equivalency to SPOT**SPOT consists of six modules: 1. Distance Learning Regulations
2. Welcoming Students
3. Course Design, Content Presentation, and Resources
4. Regular and Effective Contact
5. Grading and Assessments
6. Accessibility and Learner Support

The reviewers communicated with DE Coordinators in other colleges and requested syllabi or course descriptions. When they received them (some campuses did not respond), they looked for commonalities in the following areas: Accessibility; Course Design and Navigation; Regular Effective Contact/Distance Education Regulations; and Hours credited.***The DLC approved the idea of certifying other colleges and will discuss criteria more fully at the next meeting***. Items to consider include: recency of certification; recommendation of a qualifier of some kind.The reviewers presented information on six colleges for consideration. DLC will review the information for the next meeting.IB9, IIA, IIIC, IIIA14 |
| CVC Student-Centered Exchange Phase II Implementation Update | Update on progress toward launching the CVC Student-Centered Exchange; the tentative launch term is Summer 2021 (or Fall 2021):* Created a category (“an attribute”) in Banner just for CVC students called “Student Type C” which allows tracking of this group through their CVC and our college processes.
* Students from other Teaching Colleges will be tracked separately by our Financial Aid Office so that the students receive financial aid at their Home College for the classes they register in at Mt. SAC.
* Ensures that any disruptions to Canvas usage for noncredit students are avoided due to the Canvas proxy. There will be no disruptions after our local IT programmer and CVC worked on a permanent workaround. An attribute “NC student” is created in Banner so the CVC systems and Canvas will not “look for” CCCID among noncredit students (CCCID comes from CCCApply, which is not used for our noncredit students).
* Working on adding a category for CVC students in AP 5055 Priority Registration by taking it to Student Preparation, Equity, and Achievement Council (SPEAC). This will “trigger” registration appointments so that CVC students can experience real-time registration through the CVC Exchange environment and to ensure we follow our AP 5055.
* Working with IT and Fiscal Services on enabling CVC students to pay for classes within the CVC Exchange environment, which necessitates using a third-party vendor called TouchNet.
* Working on communications with CVC students and with our college constituent groups so all are knowledgeable about serving this group of students.

IIA, IIC, IIIC |
| AP 4105 | Review the Accessibility Section. Participants: Matt, Michelle, Eric.***The Accessibility section was reviewed and approved by DLC.***IB9, IIA, IIIC |
|   |   |

**Spring 2021 semester dates – 8 meetings –** as needed **(finals week)**

**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.

# **Workgroup Review Recommendations**

**April 16, 2021 Meeting**

Participants: S. Burgoon; D. Chavez; K. Coreas; S. Doonan; L.E. Foisia; M. Hood; C. Impara; D. Rowley

|  |  |  |
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| **Course Reviewed** | **Workgroup Action** | **DLC****Review** |
|  **Smartsheet** |   |   |
|  CHLD 87 |  Approved |  4/27/21 |
|  CHLD 91 |  Approved with topic edits, see comments |  4/27/21 |
|  EMS 10 | 10 units lecture one unit lab. Change lecture activities to account for hours.  | 4/27/21  |
|  LATN 2 |  Approved with add one hour per week to lecture – contact faculty |  4/27/21 |
|  MENT 73T |  Approved with add 1-2 hours per week, see note – contact faculty |  4/27/21 |
|  PHIL 3 | Approved with punctuation edits and need to check accessibility boxes |  4/27/21 |
|  PHIL 3H |  Approved with punctuation edits and check accessibility checkboxes | 4/27/21 |
|  VOC CRIMJ |  Approved | 4/27/21 |
|  VOC EL11 |  Approved | 4/27/21 |
|  VOC EL50B |  Approved with Edit wk 15, 16 Repeat lab topic into week 15, repeat week 14 | 4/27/21 |
|  VOC EL61 | Approved with topic edits, remove word continued | 4/27/21 |
|  VOC WL53A |  Approved | 4/27/21 |
|  VOC WL60 |  Approved, add final exam to week 16, remove s from week 4 | 4/27/21 |
|  VOC WL80 |  Approved with minor highlighted topic edits | 4/27/21 |
|  VOC WL81 |  Approved | 4/27/21 |
|   |   |  |
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|  **DL Form** |   |  |
|  ANIM 100 |  Check for an older ANIM 100 DL only??  | ----- |
|  ANIM 101A |  Approved |  4/27/21 |
|  ANIM 101B |  Approved with add 1-2 hours per week – contact faculty | 4/27/21 |
|  ANIM 101C |  Approved | 4/27/21 |
|  ANIM 104 |  Approved capitalization week 16 | 4/27/21 |
|  ANIM 110 |  Approved with move lab exam to week 16 | 4/27/21 |
|  ANIM 172 |  Approve add lab topic in week 1 | 4/27/21 |
|  ANIM 175 |  Approve with make demoreel one word | 4/27/21 |
|  ANTH 1H |  Approved  | 4/27/21 |
|  ANTH 5H |  Approved with edit week 16 | 4/27/21 |
|  ANTH 6 |  Approved | 4/27/21  |
|  ANTH 30 |  Approved with topic edits see comments | 4/27/21  |
|  ANTH 99 |  Approved with add “in the course” to topic and include student to student interaction | 4/27/21  |
|  ARCH 102 |  Approved with title edit, edits to weeks 10, 15, 16 | 4/27/21  |
|  ARCH 121 |  Approved | 4/27/21  |
|  ARCH 122 |  Approved with edits to week 16, no parity | 4/27/21  |
|  ARCH 141 |  Approved with add missing lec topics -Construction methods and principles (suggest add to week 14)-Professionalism within the context of the architecture and design profession (suggest add to week 15) | 4/27/21  |
|  ARCH 142 |  Approved with remove final lab exam no parity | 4/27/21  |
|  ARCH 147 |  Approved  | 4/27/21 |
|  ARCH 201 |  Approved | 4/27/21 |
|  ARCH 202 |  Approved with add lab topic Missing LA topic: Applying onsite energy generation in a design project-Suggest adding this topic to week 15 | 4/27/21  |
|  ARCH 221 |  Approved | 4/27/21  |
|  ARCH 222 | Approved  | 4/27/21 |
|  ARCH 247 |  Approved with edits weeks 14, 16 | 4/27/21 |
|  NURS 4 |  Approved with add edits to week 1, 6, 10, 16, remove extra AN week 5 | 4/27/21 |

# **Workgroup Review Recommendations**

**April 23, 2021 Meeting**

Participants: S. Burgoon; D. Chavez; K. Coreas; S. Doonan; L.E. Foisia; M. Hood; C. Impara

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| **Course Reviewed** | **Workgroup Action** | **DLC****Review** |
|  **Smartsheet** |   |   |
| ACCS LRND1 |  Approved |  4/27/21 |
| ACCS LRND2 |  Approved |  4/27/21 |
| ACCS LRND3 |  Approved |  4/27/21 |
|  BS EPCS |  Approved |  4/27/21 |
|  BS TR01 |  Approved |  4/27/21 |
|  VOC CD | Approved  | 4/27/21 |
|  VOC HTH05 | Approved | 4/27/21 |
|  VOC ID12 |  Approved with edits | 4/27/21 |
|  VOC ID10L | Approved with change title to Laboratory | 4/27/21 |
|  VOC MF110 | Approved | 4/27/21 |
|  VOC MF140 |  Approved | 4/27/21 |
|  VOC MF180 |  Approved | 4/27/21 |
|  VOC WL90A |  Approved | 4/27/21 |
|  VOC WL90B |  Approved, add missing topics weeks 9, 14, edit week 6  | 4/27/21 |
|   |   |  |
|  **DL Form** |   |  |
|  COUN 2 |  Approved with punctuation edits weeks 7 and 16 | 4/27/21 |
|  FIRE 11 |  Approved with check department meeting and edits weeks 14 and 16 | 4/27/21 |
|  GEOL 1 |  Approved with edits weeks 10 and 16, check New | 4/27/21 |
|  HIST 7H |  Approved with punctuation edits | 4/27/21 |
|  HIST 8H |  Approved with edit Final Exam | 4/27/21 |
|  HIST 28 |  Approved with minor edits | 4/27/21 |
|  MUSA 200 |  Approved with check Autoplay boxes, week 3 lec and lab switched,  | 4/27/21 |
|  NURS 1A |  Contact faculty – need student to student contact in course. Check New and department checkboxes – missing 4 topics from amendments and in COR, 20 lab topics are repeating weirdly  | ------- |
|  PHOT 9 |  Approved | 4/27/21 |
|  PHOT 10 |  Approved with edit week 16 | 4/27/21  |
|  PHOT 11A |  Approved with add lab topic in week 1, edit week 14 | 4/27/21 |
|  PHOT 11B |  Approved with add topic Missing lab topic:Implementing proper color calibration, white balance, and dynamic rangeAlso delete activity with no hours in weeks 6 and 10 | 4/27/21  |
|  PHOT 17 |  Approved with add final exam to week 16, delete extra CM, LO in week 12 | 4/27/21 |
|  PHOT 20 |  Approved with add lab topic week 1 | 4/27/21 |
|  PHOT 21 |  Approved with add lab topic week 1 |  4/27/21 |
|  PHOT 24 |  Approved with check department meeting, delete CM, LO in week 5 |  4/27/21 |
|  PHOT 28 |  Approved with add lab topic week 1 |  4/27/21 |
|  PHOT 29 |  Approved |  4/27/21 |
|  PHOT 30 |  Approved with add lab topic week 1 and add lecture topic week 15.  |  4/27/21 |
|  PHOT 50 |  Approved with add lab topic week 1 |  4/27/21 |
|  PHOT 51 |  Approved with edit week 5 |  4/27/21 |
|  PHOT 55 |  Approved |  4/27/21 |
|  PHOT 56 |  Approved with edit week 9 |  4/27/21 |
|  PHOT 98 |  Approved | 4/27/21 |
|  PHOT 99 |  Approved – ask curriculum if it should be lab course instead? And have a final exam?? | 4/27/21 |

**The following courses requested that their Distance Learning Amendment forms be changed from FOMA to traditional DL.**

**KIN 5**