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

X	Michael Carr	X	Matthew Dawood	X	Michael Dowdle	X	Katie Datko	X	Luis Echeverria-Newberry
X	L.E. Foisia	X	Hong Guo	X	Mike Hood	X	Carol Impara, co-chair	X	Tammy Knott-Silva
X	Catherine McKee	X	Romelia Salinas, co-chair	X	Sandra Weatherilt				Student Rep:
	Committee Member		Committee Member		Committee Member				

MINUTES – September 13, 2022

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: August 23, 2022	Approved
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol)	C&I meets for the first time today.
Information Technology Advisory Committee (ITAC) Report	New student technology support website available. https://www.mtsac.edu/studenttech/ Carol will send out a notice via DL Faculty Listserv IT is updating Technology Master Plan – survey to come to faculty
Faculty Learning Activities Committee (FLAC) Report (Catherine)	FLAC is planning campus activities ITEL cohort starting; One Book One Campus is *Illegally Yours* Accessibility curriculum to come

Faculty Center for Learning Technology (FCLT) Report (Katie)	• FCLT & LIEAL (Library Initiative for Equitable & Affordable Learning) workshop series: Find out Fridays. Will begin in October. Four FCLT workshops and 2 OER workshops.
	• Impact in-line help and messaging tool implementation almost complete
	• Ally migration --> Sensus Access for alternative formats
	• Chromebooks older than 2019 are not loading Canvas in browser. Recommendation to download app from Play Store.
	• FCLT News Letter
	• Pronto Campus Suite Tool Demo
	   o Zoom Recording (20 minute mark)
	   o Information One Sheet

Student Report	
DL Amendment Forms	
On Consent: BSHS ART1, BSHS BIO, BSHS CHEM, BSHS CIV, BSHS CPTC, BSHS EASC, BSHS MUSC, BSHS PHSC, BSHS PLNG, BS ASVB1, BS ASVB2, BS LRN01, BS RWCCR, BUSC 1BH, BUSR 40, BUSR 55, BUSR 60, BUSR 76, VOC BCDP, VOC BCPP1, VOC BCPP2, VOC CPBC1, VOC CPBC2, VOC CPBC3, VOC CPBE1, VOC CPBE2, VOC CPBE3, VOC CPCC, VOC CPDI, VOC CPNET, VOC ET90A, VOC HBB1, VOC HBB2, VOC HTH05	Consent DL Forms indicate the form was created less than two years ago in response to the pandemic, and there are no changes as the course goes through 5-year review. Forms must be reviewed if any of the following have changed: Course title, course identifier, lecture topics, lab topics, units, proportion lecture to lab. ***The DLC approves this Consent agenda.***
For Review and Approval: BS MTH01 BSHS READ BSHS WREX BSHS WRIT1 BSHS WRIT2 BUSA 61 BUSA 63 BUSA 64 BUSC 1B BUSR 52 PHIL 5 PHIL 5H PHIL 16 PHIL 16H OAD BHTH1 OAD BHTH2 VOC BM53 VOC BS85 VOC EMT90 VOC ESD02	 Approved with edits Approved Approved Approved Approved Approved with minor edits, check hours Approved with check boxes, amend topics Not recommended for approval, contact faculty to make changes Approved with title change Approved with minor edit week 16 Approved, add missing topic Approved, add missing topic Approved with minor edits Approved with minor edits Approved with topic edits, see comments Approved Approved with minor change week 16 Approved with edits, L.E. will amend Approved Approved

VOC ESD03 VOC ESD07 VOC ESD09 VOC ESD10 VOC ESD11 VOC ST1 VOC ST2	Approved Approved Approved Approved Approved Approved Approved ***Carol will move approved DL Amendment forms to Credit and Non-credit curriculum.***
Discussion	
Academic Senate	Status of our hard work last year: 1. RSI Rubric and Process Recommendation was approved on September 1. The process will now be negotiated. 2. AP 4105 was introduced as a Discussion Item at full Senate on September 1 and will be discussed and voted on in the full Senate meeting of September 15. 3. Roger Willis, our new Academic Senate president, has sent a call to fill the open DLC Committee Member space. 4. Based on the number of DL Forms we will be reviewing this year, and the increased importance of Distance Learning to the campus, it was suggested that DLC increase by an additional two faculty members to handle curriculum and increase representation across divisions. Academic Senate Exec prefers that curriculum review remain a faculty-only process. ***The DLC approves adding committee members to increase representation across campus.***
Needs Assessment Survey Results	**[22 DL Needs Assessment – Structure & Communication](#) PDF** **[22 DL Needs Assessment - Structure & Communication Text Equivalent.docx](#)** It was noted that the rate of response was around 25% of the SPOT certified faculty, a good turnout!
2022-23 Goals	Most goals can be repeated this year. The DLC will update Goal #3, and review and update Goals 4, 5, 7, and 10 to reflect planned activities.
SPOT Recertification	Approve attainment of CVC Quality Review as 3 hours; faculty must take Regulations Update as well. Please see list of FCLT workshops requesting SPOT Recertification. Each workshop is one hour. - Course Design 101 - Canvas Modules 101 - Level Up your Modules Game with CidiLabs - Managing Content in Canvas: Strategies and Workflows for Efficiency - Equity, Access, and Instructional Technology

	The DLC approves these courses for SPOT Recertification
Honorlock	"Scanning students' rooms during remote tests unconstitutional" NPR Report Do we want to update our Proctoring guidelines or send a message to faculty about this? This is a complex topic. **The DLC recommends that we research and review DECO input on this topic before making a statement.**
Distance Learning Handbook	Review of DL Handbook sections: - Welcome and Introduction - Distance Learning at Mt. SAC - Definitions and Regulations Tabled due to lack of time.
POCR Team	The SEAP grant funding application has been submitted and approved. The POCR team met for the first time Monday. Tabled due to lack of time.