



Distance Learning Committee

2018-19

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

	Ron Bean	x	Meghan Chen, co-chair		Stacie Nakamatsu	x	Michael Dowdle	x	Edwin Estes
x	Richard Patterson	x	Sandra Weatherilt	x	Hong Guo	x	Jeanne-Marie Velickovic	x	Carol Impara, co-chair
x	Michelle Newhart	x	Matthew Dawood	x	Catherine McKee		Student Reps: post vacant		

MINUTES – February 26, 2019

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: 12/11/18 meeting – assign themes	Approved
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol)	No C&I meeting since last DLC meeting
Information Technology Advisory Committee (ITAC) Report (Rich)	No meeting.
Faculty Learning Activities Committee (FLAC) Report (Catherine)	No meeting.
Faculty Center for Learning Technology (FCLT) Report (Michelle)	1. Teaching with Tech Fair during Flex Day. About 150 people attended, a great increase over previous FCLT Open House attendance. 2. Mountie Student Hub rolled out in Winter. Link on gray Global Navigation menu. Replaces embedded Student Course Orientation. FCLT used student input when designing it. Targeted links to: Canvas, student services, Mt. SAC culture, distance learning practices. Students found info easy to find and use. • 30% of students found the Hub because their professors told them about it. • Top reason for using the Hub was to find info on Canvas. The second reason was to find info about student services. • 91% found it “extremely easy” or “somewhat easy” to use.

	440 students enrolled so far; aiming to make enrollment the default by Fall. 3. Accessibility resources - Faculty Accessibility Center is a new course shell in Canvas. This is a very comprehensive resource for all online accessibility issues. - Captioning workflows: faculty can sign up for a 3C media account for videos they create. There is a request form (SmartSheet) to caption videos the faculty did not create. Faculty may be able to set up live captioning of ConferZoom if it is used as part of instruction. “Access-a-thon” scheduled for April 4-5. Joint project with IT. Faculty can drop into office hours to get hands-on help updating Canvas, documents, etc. 4. New workshop scheduling. When 10 attendees have signed up, FCLT will schedule a workshop. Still need to coordinate with POD. 5. FCLT office hours continue Wed, Thurs from 2-4 pm. 6. Digital Learning Day Feb 28. Online workshops available. IIA, IIC, IIIA14, IIIC
Student Report	No report
DL Amendment Forms	
No forms this meeting	Will start again 3/12 – we have 9 so far
Discussion	
Eric Turner, Uyen Mei, Kate Morales, Rick Nguyen: AP 3445 –Accessibility of Electronic Media	AP 3445 distributed for DLC input. The AP details the guidelines that documents, files, and webpages must follow to be deemed accessible. Presenters noted that the law had been refreshed as of January 18, 2018, and that 1,700 cases are pending with the Office of Civil Rights. Faculty can be held personally liable! <i>The DLC approved AP 3445 as submitted</i> IIA
Eric Turner, Rick Nguyen: ReadSpeaker Listen function	In December, the DLC had liked the Listen function in ReadSpeaker but wanted a way to prevent students from downloading quizzes into their mp3. The demonstration today showed that the college has disabled the download function in Quizzes. (Demonstration did not include Library function for attached documents.) <i>The DLC approves the ReadSpeaker Listen function for content pages and assignments in Canvas. The IT department needs to update ReadSpeaker when the new Quizzes function is deployed in Canvas.</i> IIA, IIIC
WebCMS Update	New WebCMS is 85% complete as of January 31 (per Pedro Suarez). Timeline provided as handout. User demo scheduled this week. We requested that DLC get to participate in a practice run this semester so we can see how we will view DL Amendment Forms. Final roll out in June 2019. Therefore, current method of approving DL Amendment forms will continue this semester. IIIC
SPOT Report	12 SPOT certifications are in process 27 faculty signed up for SPOT since January 1, 2019 16 faculty have been online certified at Mt. SAC since Fall 2018 243 Mt. SAC faculty are currently certified to teach online IB9, IIIA14, IIIC
SPOT Recertification	Per tentative agreements reached for the contract (8/21/18): The SPOT certification is valid for a period of four (4) years. Every four (4) years professors will be required to obtain a recertification through a condensed SPOT training approved by the Academic Senate, not to exceed

	four (4) hours. By July 30, 2020, all faculty assigned to DL courses shall have a current SPOT certification and/or recertification. About 160 SPOT-certified professors will be due for recertification by that time. AS President Chisa Uyeki sees part of the purpose and function of the DLC is to review/recommend faculty training (a DLC goal). <i>The DLC cochairs will frame options for recertification for the next DLC meeting. A folder will be opened in One Drive for discussion and brainstorming. Please look for it.</i> IB9, IIA, IIIA14
Vericite	Vericite has been bought by the behemoth Turnitin. It will be removed from Canvas as of June 30, 2019. The latest word is that the CVC-OEI will try to sponsor some type of state-wide plagiarism detection software purchase that does not rely on Turnitin, which has the reputation of being a difficult company to work with.
SoftChalk	SoftChalk pilot: feedback to date? Of four SoftChalk pilot faculty in DLC, one is using it, one started and stopped due to lack of time, and two have not attempted to use it. The SoftChalk pilot ends September 2020. <i>The DLC will monitor usage to make a recommendation in the future whether the college should purchase SoftChalk.</i> IIIC
PlayPosit	PlayPosit: FCLT and DL Coordinators viewed a demo of PlayPosit. It enables faculty to make videos more interactive. PlayPosit is already being used by one department. Is anyone in the DLC interested in being part of a pilot? <i>This discussion was tabled due to lack of time.</i>
CVC OEI	Letter of Intent for <i>Improving Online CTE Pathways</i> grant due March 15. The purpose of the grant is to either: 1. Lead to short-term, industry-valued certificates or credentials, or programs; or 2. Enable a student in a pathway developed by the California Online Community College to continue his or her education in a career pathway offered by an existing community college. We have discussed creating a POER team to review online courses using the OEI rubric. Such a grant could be used for stipends for reviewers and participants. <i>DLC will revisit next meeting.</i> IIA

Spring 2019 semester dates –8 meetings –3/12, 3/26, 4/9, 4/23, 5/14, 5/28, 6/11 (finals week)

DLC Meetings - 2nd and 4th Tuesdays at 1:05 – 2:35 PM in 6-226A

DLC website: <http://www.mtsac.edu/instruction/learning/distlearn/>

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.