

Mt. San Antonio College

Year-End Report to Academic Senate, Spring 2019

Contact & Resources Information

Program: Distance Learning

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Committee: Distance Learning Committee (DLC)

Members: Meghan Chen and Carol Impara, co-chairs
Members: Ron Bean, Mathew Dawood, Michael Dowdle, Edwin Estes, Hong Guo, Catherine McKee, Stacie Nakamatsu, Michelle Newhart, Richard Patterson, Jeanne-Marie Velickovic, Sandra Weatherilt, and VACANT (student representative)

Distance Learning Committee Home Page

<http://www.mtsac.edu/dlc/>

Distance Learning Program Home Page

<http://www.mtsac.edu/distancelearning/>

AP 4105 on Distance Learning revised September 2016

<http://www.mtsac.edu/governance/trustees/apbp/AP4105.pdf>

Distance Learning Program Faculty Resources Page

<http://www.mtsac.edu/distancelearning/faculty.html>

Distance Learning Program Student Resources Page

<http://www.mtsac.edu/distancelearning/student-home.html>

Faculty Center for Learning Technology Home Page

<http://www.mtsac.edu/fclt/>

Classroom Visitation Evaluations of Distance Learning Faculty – form H.4.c

Student Evaluations of Distance Learning Faculty – form H.2.e

Skills and Pedagogy for Online Teaching (SPOT)

<http://www.mtsac.edu/distancelearning/spot.html/>

Canvas

<https://mtsac.instructure.com/>

Distance Learning Committee Purpose and Function

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
- Support sharing and collaboration among distance learning faculty by working with the Faculty Center for Learning Technology, Information Technology, and the Faculty Learning Activities Committee
- Facilitate the development of an ongoing Distance Learning Master Plan
- Coordinate with campus committees and other constituencies with regards to distance learning

Program Mission

The mission of the Distance Learning Program is to foster and promote innovation, excellence, and best practices for online instruction, to provide Mt. SAC faculty with assistance, leadership, expertise, and training in new online teaching and learning technologies, including use in the traditional classroom.

Distance Learning Committee Goals 2018 – 2019

Goal 1: Maintain Distance Learning Committee Website

[Links to College Goal # 14](#)

Completed Outcomes/Accomplishments

The DLC website is regularly updated with Committee minutes, approved DL Amendment Forms for new and 4-year review courses, and SPOT-certified faculty.

The DLC website was also updated to link to a new DL Amendment Form template in February 2019. This updated template streamlines the submissions of DL Amendment Forms, which have grown tremendously over the past year, and will serve as a model for the new DL Amendment process in WebCMS 10.0.

To assist Accreditation Steering Committee in gathering evidence for accreditation, DLC minutes have highlighted the following accreditation themes where appropriate:

- 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.

Goal 2: Update the Distance Learning Plan as needed.

[Links to College Goals # 1, 3](#)

Completed Outcomes/Accomplishments

The last iteration of the DL Plan was approved at 3/27/18 DLC meeting. It was accepted by C&I on 4/24/18 and by the Academic Senate in October 2018. The plan has not been updated since it was so recently approved.

Goal 3: Review/revise/approve Distance Learning Amendment Forms.

Links to College Goals # 1, 8, 14

Completed Outcomes/Accomplishments

As of 5/28/2019, **80** DL Amendment Form submissions were processed by the DLC from May 1, 2018 through May 28, 2019.

- 23 of these courses were for 4-year review
- 57 were new DL offerings

The growth in DL Amendment Form submissions reflect the college's emphasis on growing online course offerings.

Reference (from previous years):

2017-2018 – DLC approved 44 courses – 29 were 4 year review, 15 were new

2016-2017 – DLC approved 22 courses – 4 were 4 year review, 18 were new

2015-2016 – DLC approved a total of 9 courses

The DLC approved a template for Table 1 of the Distance Learning Amendment Form, to be integrated into WebCMS 10.0 when it launches.

Goal 4: Participate/provide updates and opportunities to the campus on the California Virtual Campus-Online Education Initiative (CVC-OEI).

Links to College Goal # 1, 4, 6, 7, 8, 13, 14

Completed Outcomes/Accomplishments

The California Virtual Campus merged with the Online Education Initiative this year to become the CVC-OEI. Mt. SAC was one of the initial 25 colleges to pilot the OEI. That consortium has now grown to 56 schools. Both of the DLC co-chairs attend monthly CVC-OEI meetings, often online, but sometimes in-person in Sacramento.

Mt. SAC furnishes ongoing data to keep the directory of online courses the CVC-OEI maintains updated. This directory is called Finish Faster Now.

The Spring 2018 launch of the Course Exchange was unsuccessful across the state due to technology issues. The consortium hired a new consulting firm called N2N and relaunched the Exchange in Spring 2019. Mt. SAC was not one of the six colleges participating in this pilot. Mt. SAC will be included in the exchange in Fall 2019. This course exchange will be renamed ExCEL.

The DLC provided input and support to the FCLT for CanInnovate, a free, online conference sponsored by @ONE, the training arm of the CVC-OEI. Mt. SAC served as a regional hub and provided hands-on workshops to supplement the online sessions. CanInnovate was held October 26, 2018. Our regional hub had the highest attendance, with 37 faculty attending.

The DLC offered approval and support for Mt. SAC's Distance Learning program to apply for the CTE Online Pathways Grant, submitted May 1, 2019. The Distance Learning Faculty Coordinators provided outreach to CTE and counseling faculty to determine interest and needs.

If Mt. SAC receives this grant, it will provide incentives and support for more faculty to submit their online courses for alignment with the OEI rubric. The lengthy and demanding process of preparing a course for OEI alignment has been a barrier for completion. The DLC determined that faculty should be recompensed for submitting courses through this laborious process, or for serving as part of a local peer review team.

Receiving this grant and addressing these barriers would fulfill the Academic Senate’s goal, referred to the DLC: “Consider, and recommend any necessary procedural changes to account for required course acceptance from Online Course Exchange.”

Goal 5: Work with Instruction Office and Educational Design Committee (EDC) on the integration of the DL Amendment Forms into the WebCMS Curriculum system, including tracking for substantive change triggers.

Links to College Goal # 6, 12, 14

Completed Outcomes/Accomplishments

The DL Coordinator continued to meet with Instruction regarding DL Amendment Form integration into WebCMS 10.0. The DLC approved template language to Table 1 and gave input on a process for completing Table 2 in the new WebCMS.

The DLC is discussing a substantive change process before WebCMS rolls out.

Goal 6: Collect disaggregated Success & Retention data (S&R) to make recommendations for improving success and supporting diverse online learners.

Links to College Goal # 1, 3, 9, 11, 14

Completed Outcomes/Accomplishments

Distance Learning is a growth area for the campus. Mt. SAC’s most recent Annual Report to the ACCJC (certified May 7, 2019) included the following data.

Distance Education and Correspondence Education

Total unduplicated headcount enrollment in all types of distance education:

FY 17/18	7,717
FY 16/17	5,463
FY 15/16	4,587

Percent Change FY 15/16 to FY 16/17: (calculated) 19%

Percent Change FY 16/17 to FY 17/18: (calculated) 41%

(From [https://www.mtsac.edu/president/cabinet-notes/2018-19/ACCJC Annual Report-CERTIFIED 050719.pdf](https://www.mtsac.edu/president/cabinet-notes/2018-19/ACCJC%20Annual%20Report-CERTIFIED%20050719.pdf))

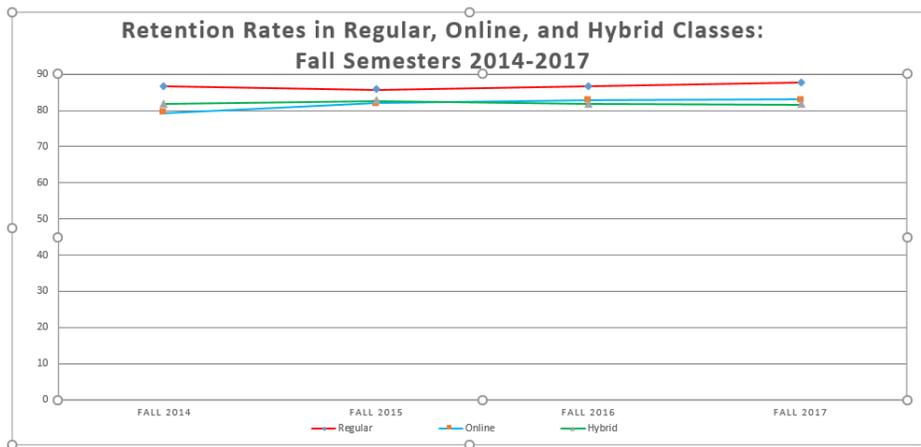
A report on the Distance Learning program was presented to the Board of Trustees October 10, 2018 by the LLR Dean, Dr. Meghan Chen, and the DL Faculty Coordinator, Carol Impara.

The number of online courses increased from Fall 2017 to Fall 2018 (data for Fall only), whereas the number of hybrid courses remained steady.

	Online	Hybrid
Fall 2017	137	91
Fall 2018	196	94

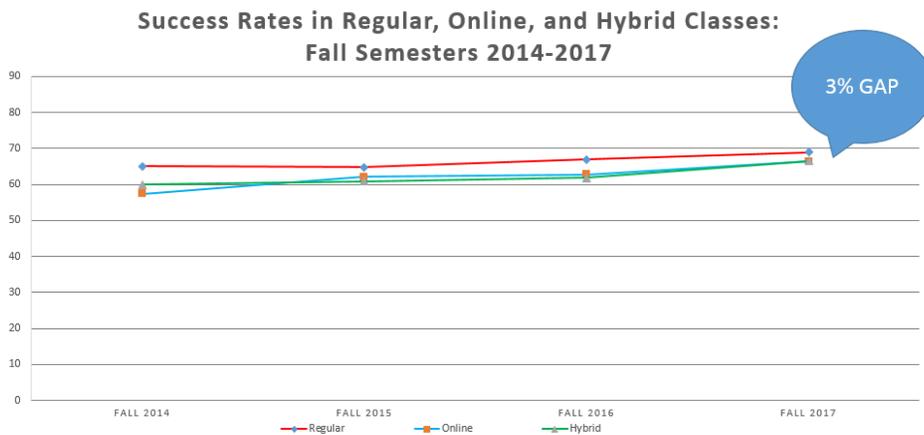
In Fall 2017, Retention rates had increased 3% over Fall 2014. Fall 2014: 79.3%. Fall 2017: 83.1%

Overall Retention Rates: Regular, Online, and Hybrid



In Fall 2017, success rates had increased over Fall 2014. Fall 2014: 57.5%. Fall 2017: 66.5%.

Overall Success Rates: Regular, Online, and Hybrid

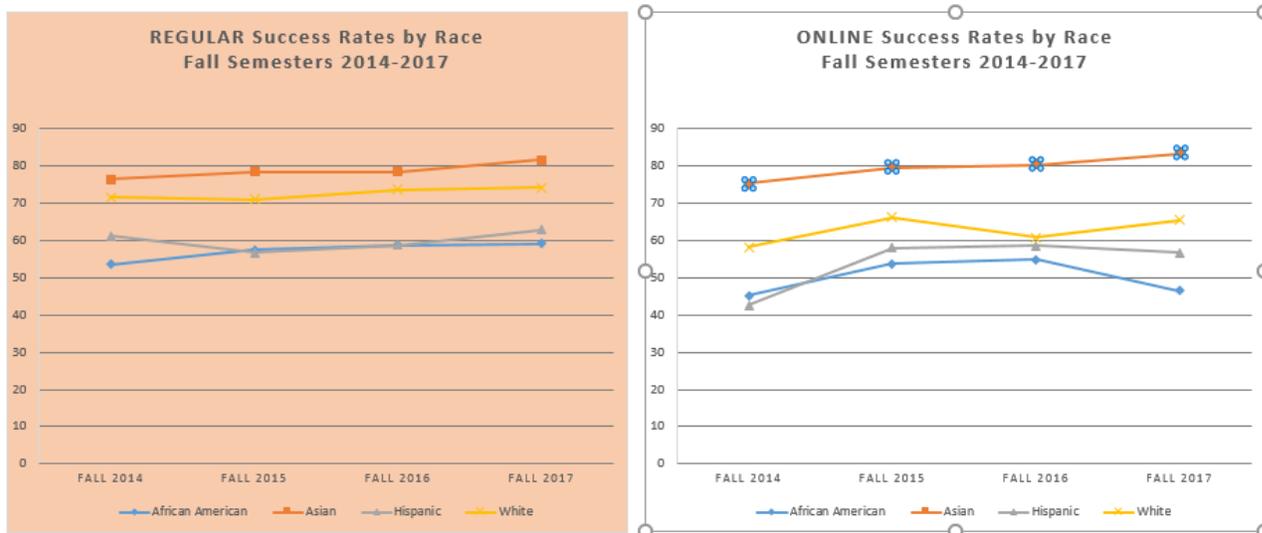


(Figures taken from Board of Trustees presentation/report, October 10, 2018)

Narrowing the success gap by 9% over three years is a significant achievement. Mt. SAC's emphasis and support on faculty training have led to these good outcomes.

The greatest gaps in online learning success occur when success rates are looked at by race.

Regular & Online Success Rates by Race



Seeing this data, the DLC reviewed the Peralta Community College District Online Equity Rubric, which was constructed to complement the OEI rubric. The DLC reached out to the Student Equity Committee and the Campus Diversity Committee, but neither committee saw this as their purview. The DLC is currently working with the FPDC coordinator to determine next steps.

Goal 7: Review/recommend faculty training for Distance Learning.

Links to College Goal # 8, 10, 12

Completed Outcomes/Accomplishments

49 faculty were online certified between May 1 2018 – May 20, 2019.

Previous year's reference:

2017 - 2018 = 29 faculty newly online certified

2016 - 2017 = 20 faculty newly online certified

2015 – 2016 = 10 faculty newly online certified

As of May 21, 2019, 257 faculty are certified to teach online at Mt. SAC.
150 faculty have signed up for SPOT since May 1, 2018.

Goal 8: Review and make recommendations to update policies and procedures as they pertain to Distance Learning.

Links to College Goal # 1, 14

Completed Outcomes/Accomplishments

The DLC was asked by IT to review AP 3445 and give comments. The DLC approved of the language as submitted.

The DLC was asked by the Instruction Office to review how DL courses are described in the printed catalog. The DLC suggested ways to condense language.

Goal 9: Make recommendations to address contract language related to Distance Learning.

Links to College Goal # 1, 14

Completed Outcomes/Accomplishments

The DLC addressed contract language regarding SPOT recertification. The DLC composed recommendations for recertification, which were approved by Academic Senate on May 9, 2019.

Five members of the DLC sit on the Regular and Effective Contact (REC) Task Force and the DL Faculty Coordinator is the lead. The REC Task Force was created by the Academic Senate to address contract language that required the formation of an REC rubric.

Goal 10: Provide leadership and input on educational trends pertaining to Distance Learning, such as captioning and Open Educational Resources (OER).

Links to College Goal # 1, 9, 14

Completed Outcomes/Accomplishments

The DLC created a resolution, Faculty Role in the Online Community College, that was passed with acclamation at Senate Plenary in Fall 2018. This resolution was in response to the Senate goal referred to DLC, "Consider taking and voicing a position on the Online Community College."

The DLC reviewed a demo of and gave input on activating ReadSpeaker into Canvas. The DLC approved the ReadSpeaker Listen function for content pages and assignments, but asked IT to update the Quizzes function to make sure ReadSpeaker does not allow students to record quiz questions.

The DLC reviewed demos, and several DLC members participated in *ad hoc* pilots, for tools that have the potential to be purchased and integrated into Canvas. These included SoftChalk, PlayPosit, GradeHub, NameCoach, and NoteBowl. NoteBowl and GradeHub were not approved. SoftChalk, PlayPosit, and NameCoach are still being tested.

Three members of the DLC served on the Senate-Appointed Textbook Affordability Task Force. The Task Force recommendations were approved Spring 2019.