# Distance Learning Committee

# Report to Academic Senate

# Oct 14, 2020

## **DL Amendment Forms**

* DL Amendment Supplemental form now available in WebCMS. Use for FOMA courses or “traditional” DL. Smartsheet system still available for traditional DL courses.
* DL Amendment form faculty workgroup continues to meet to review and recommend approval for forms.
  + We prepared an instructional video and document to send out to department chairs. This will help you fill out the WebCMS-based form. Please tell your department chairs to look for it!
  + Either fill out the WebCMS ***OR*** the Smartsheet-linked form. Use WebCMS for FOMA courses. Use either method for “traditional” courses.
  + Create one DL form for the next five years. You do not need to fill out a form for summer/fall and a different one for the next five years.

**We need DL Amendment forms!!**

**Contact Carol Impara (**[**cimpara@mtsac.edu**](mailto:cimpara@mtsac.edu)**) with questions.**

* A faculty workgroup to discuss whether the DL Amendment form met noncredit needs was formed and met 7 times over the summer.  The workgroup recommended the following:

1. That STV, ESL, EOA, and AWD use the current DL Amendment form;
2. That the Correspondence Amendment form created by the workgroup be used by ABE;
3. That noncredit faculty receive SPOT training in order to teach online after the emergency campus closure ends.
4. The DLC recommended the use of the proposed Correspondence DL form for ABE courses. The recommendation and form are now in Senate.

## **Privacy in Online Learning**

* DLC discussing recommendations we will make for Proctorio and Zoom. These should be sent for review at end of month.
* DLC requests that disciplines or programs that have required proctored exams contact Carol Impara to gather information. Please let us hear what your requirements are.

## **Faculty Facilitators**

Faculty facilitators are still available to help you! Facilitators serve as online mentors for faculty this semester. Faculty can request online help via under “[Additional Faculty Resources” on FCLT home page](https://www.mtsac.edu/fclt/), under [services on the Tools & Services for Faculty](https://www.mtsac.edu/fclt/teaching-support.html) page, or via a Smartsheet link.

**Request help via this form:**

[**Request Help from a Faculty Facilitator**](https://forms.gle/y6FxTa6zgR3uZSN88)

## **SPOT**

* Almost 465 faculty have signed up for SPOT since March 2020
* 94 faculty have been SPOT certified since March 2020
* Assistant Distance Learning Coordinator Catherine McKee oversees SPOT
* Sandra Weatherilt and Mike Dowdle are the other faculty reviewers

**SPOT Recertification**

* 136 faculty have achieved recertification
* 31 faculty still have recertification due 12/31/20.  Some have taken the required classes but have not submitted evidence yet.  Some are retired.  If you do not want to be recertified, please let me know and I will remove you from the list!!
* 11 faculty still have recertification due 7/31/21
* Approved SPOT recertification courses for the rest of the year (go to POD Connect):
  1. Exam Proctoring in Canvas, held Oct 14 and 20.
  2. Cidi Labs and Advanced Cidi Labs, both scheduled for Nov 19 (not on POD Connect yet)
  3. 5 Tips to Make You an Accessibility Champ, scheduled for Nov 19
  4. Ally, Your Accessibility Partner in Canvas, scheduled for Nov 19 (not on POD Connect yet)
* @ONE courses approved for SPOT recertification (register through @ONE, please note, these are moderated over four weeks and cost money):
  1. Equity and Culturally Responsive Teaching in the Online Environment
  2. Creating Accessible Course Content
  3. Humanizing Online Teaching and Learning
* For updates on recertification, or to submit your evidence, please visit the SPOT Recertification webpage:

<https://www.mtsac.edu/distancelearning/spotrecert.html>

Respectfully submitted,

Carol Impara

Distance Learning Faculty Coordinator