



## DISTANCE LEARNING COMMITTEE MINUTES FOR OCTOBER 9, 2012

**Members Attending:**

X	Shanti Atashpoush		Meghan Chen, co-chair	X	Will Daland	X	Mike Dowdle	X	Edwin Estes
X	Jean Garrett	X	Mary Johnson, co-chair	X	Paul Kittle		Rich Patterson	X	Sandra Weatherilt
X	Carol Webster	X	Jill Wilkerson				X	Loralyn Isomura, Recorder	

### RECOMMENDATIONS

Recommendation	Rationale/Background

### COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments

### MINUTES

Item	Discussion/Comments	Outcome
<b>Approval of DLC Minutes: September 25, 2012</b>		<b>Approved.</b>
<b>Preview of new Online Learning Readiness Survey</b>	<p>Online Learning Support Center released two student readiness surveys (thanks to Hugo Aguilera, Learning Resources Computer Technician) to allow students to self-assess whether a distance learning class would be a good fit for them. One survey is focused on the technical side of taking an online class, with questions regarding checking email or navigating through the web. The other survey is focused on whether students are ready to take DL classes or if DL classes are a good fit for them. Each question on both surveys has a score for each answer, and at the end of both surveys, students are provided with a total score based on how they answered each question. Each score will fall within a specific range which will advise the student if a distance learning course would fit well with him/her. Specific instructions will be provided on how to submit answers and receive results. Hugo anticipates the surveys to be live on Friday, October 12, pending approval from Meghan. Mary reminded the committee of the expectation of the ACCJC is that we will be tracking preparation to success.</p> <p>A suggestion was made to publish the self-assessment in the schedule of classes. Mary also requested that Will share the finished link with the Counseling Department to inform students.</p> <p>Hugo also shared various changes he made to the Distance Learning website (<a href="http://www.mtsac.edu/instruction/learning/distlearn/">http://www.mtsac.edu/instruction/learning/distlearn/</a>). One</p>	

	major change he is making is creating a two separate "portals," one for students and one for faculty/staff.	
<b>Student Evaluations – New Faculty Process</b>	<p>With no specific information in the contract for student evaluations for regular, tenure (RT) faculty, each RT, teaching distance learning courses, will be given the option to turn the online student evaluations for any course he/she chooses to have evaluated in the term they choose, as well. RT faculty will receive an email to confirm the deployment of their evaluations and all students for the specific course(s) chosen will receive an email to inform them of what the evaluation is and advise them of the timeframe in which the evaluation needs to be completed. In addition to faculty receiving results in an email, a link is being created to allow RT faculty to obtain their results through the portal. In further reviewing the contract, adjunct faculty with rehire rights (ARR), teaching distance learning courses, will be provided with the same options. We anticipate the option of opening the evaluations to non-DL classes to be available to all RT and ARR faculty, beginning in Spring of 2013.</p> <p>Probationary faculty evaluations will still be conducted as assigned by the probationary evaluation teams and adjunct faculty without rehire rights will be at the discretion of the department chair and/or liaison handling adjunct evaluations.</p> <p>Mary will specify to Bob that the H.2.a Student Evaluation form will need to be deployed for courses that are traditional, on-campus courses and that H.2.e Student Evaluation form will need to be deployed for courses that are distance learning (hybrid or online).</p>	
<b>Potential Changes to contract for Distance Learning</b>	<p>Mary met with Jennifer Galbraith to discuss some language changes in the contract to specifically address distance learning courses. Mary will follow up with Jennifer after discussing the changes with the committee.</p> <p>Possible edits to the H.4.c Classroom Visitation for Distance Learning Evaluation Form. Other suggestions were made to refer to the DL AP 4105 and to require some communication between the evaluator and the faculty member being evaluated prior to the actual classroom visitation date. The committee agreed that both online and on-campus portions of a hybrid course should be evaluated, if applicable.</p>	
<b>Development of Distance Learning Plan</b>	Table for the next meeting on October 23, 2012.	
<b>Standing Items:</b>		
<b>EDC/C&amp;I</b>	No report.	
<b>ITAC Report</b>	Paul shared ITAC will now be a working committee, and has begun to review IT Master Plan, which was last revised in 2009.	

	Paul also shared that Meghan reported the status of OCLC.	
<b>FPDC Report</b>	Carol shared recent updates at the FPDC meeting.	
<b>Next Meeting</b>	October 23, 2012	
<b>DLC Meetings – 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays at 1:05 – 2:35 P in LTC-261</b>		
<b>DLC website: <a href="http://www.mtsac.edu/instruction/learning/dlc/">http://www.mtsac.edu/instruction/learning/dlc/</a></b>		
<b>DLC listserv: <a href="mailto:dlc@mtsac.edu">dlc@mtsac.edu</a></b>		
<b>DLC group on Group Studio</b>		

cc: Curriculum & Instruction