



## DISTANCE LEARNING COMMITTEE MINUTES FOR NOVEMBER 13, 2012

*Members Attending:*

X	Shanti Atashpoush	X	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						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: October 23, 2012</b>		<b>Approved</b> , with minor edits.
<b>DL Regulations Compliance Survey</b>	It was reported that the DL Regulations Survey was released via the portal. A reminder to department chairs with DL Faculty will be sent a reminder to take the survey.	Information only
<b>Development of Distance Learning Plan</b>	A draft of the plan was presented and after briefly reviewing some of the major points in the plan feedback was requested from the committee members. A request was made that information regarding LMS/Course Studio/Omni Update be added. A suggestion was made to add a section about methods of delivery referring to a "matrix" of approved delivery methods as an appendix. A suggestion about best practices classes to be added into the plan was made. Discussion about the inclusion of changes to the faculty evaluation process also occurred. A few grammar, formatting, and spelling changes were suggested.	Suggested edits will be made and an updated version will be sent to committee members prior to next meeting.
<b>Standing Items:</b>		
<b>EDC/C&amp;I – LCOM 100</b>	Committee members were asked to review and bring suggestions to next meeting.	Tabled until next meeting
<b>ITAC Report</b>	ITAC subgroups Goal to update Technology Master Plan provided preliminary reports to committee members.	Information only
<b>FPDC Report</b>	No report.	
<b>Next Meeting</b>	November 27, 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>		