



DISTANCE LEARNING COMMITTEE

MINUTES FOR NOVEMBER 27, 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				X	Loralyn Isomura, Recorder	

RECOMMENDATIONS

Recommendation	Rationale/Background

COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments

MINUTES

Item	Discussion/Comments	Outcome
Approval of DLC Minutes: November 13, 2012		Approved.
DL Regulation Compliance Survey	The results for the DL Regulation Compliance survey have not been processed yet. Over 45 surveys were completed. Meghan will follow up with IT on the results and will share them with the DLC.	
Maintaining a Quality Distance Education Program Webinar	A free 3-hour webinar is scheduled for Monday, December 10 th . <i>Maintaining a Quality Distance Education Program</i> will cover best practices, regulations, and more. Meghan has registered for the webinar and will make arrangements to view the webinar in 6-261, for those that are available. Meghan will also obtain the archives to allow for others to view at a later date, due to the actual viewing date falling on the Monday of finals week for Fall 2012.	
Development of Distance Learning Plan	More edits were suggested to correct names, specific titles and formatting. Other suggestions were made to clarify the security required for DL courses. For consistency, we will go forward referring to the plan as the <i>DL Plan</i> , as it is worded in the AS resolution. Due to the ICCIS to Banner transition, some data is not reflected in the plan, which will be noted on the final draft of the plan. Further discussion on the DL Plan will continue at the next meeting on Tuesday, December 11 th .	
Discussion of definition of "substantive" changes for DL Amendment Forms	There is an agreement between EDC and DLC where, if in the process of curriculum going through, that if there were any indication of substantive changes to a course curriculum, then DLC would be informed and will make the suggestion that the DL Amendment Form for that particular course would need to be re-submitted, or not. Due to the revision of the CIS program courses, and each course also being a DL course, EDC advised all CIS course revisions will be held until the DL Amendment Form for the CIS courses has been submitted. However, with further discussion with Terri Long, with the DL Amendment form being	

	an internal form for Mt. SAC and not needing to be sent to the Chancellor's Office, DLC is being given a deadline to submit revised amendment forms for CIS courses by the end of Spring 2013. Further discussion on curriculum substantive changes will continue at the next meeting on Tuesday, December 11 th .	
Standing Items:		
EDC/C&I	No report.	
ITAC Report	No report.	
FPDC Report	No report.	
Next Meeting	December 11, 2012	
DLC Meetings – 2nd and 4th Tuesdays at 1:05 – 2:35 P in LTC-261		
DLC website: http://www.mtsac.edu/instruction/learning/dlc/		
DLC listserv: dlc@mtsac.edu		
DLC group on Group Studio		

cc: Curriculum & Instruction