



DISTANCE LEARNING COMMITTEE

MINUTES FOR DECEMBER 11, 2012

Members Attending:

X	Shanti Atashpoush	X	Meghan Chen, co-chair	Will Daland	X	Mike Dowdle	Edwin Estes
X	Jean Garrett	X	Mary Johnson, co-chair	Paul Kittle	X	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 27, 2012		Approved , with minor edits.
DL Regulation Compliance Survey		Tabled for Spring 2013.
Development of Distance Learning (DL) Plan		Tabled for Spring 2013.
Webinar: <i>Maintaining a Quality Distance Education Program</i>	An overview was provided of the webinar and archives will be made available upon request.	
“Substantive” Changes for DL Amendment Forms	<p>EDC could suggest course revisions that trigger DL related mandates; therefore, it makes sense to wait for EDC to complete its approval process for CIS courses. Since the DL Amendment Form is documenting the distance learning version or delivery of regular courses, DLC should not review DL Forms until EDC has approved the regular courses.</p> <p>EDC has held up the CIS courses’ approval pending DLC’s approval of CIS DL forms. This is a change in process. There is no established procedure or timeline to determine what course changes in content and delivery would/should trigger the requirement for new DL forms to be submitted to DLC. DLC will make recommendations to C&I.</p> <p>DLC needs to consider making changes to the current DL Form to reflect regulatory updates and accreditation evaluating guidelines. It makes sense to the Committee to establish criteria</p>	

	and process and to inform all faculty and managers about the changes before requiring any department to meet as-yet-undefined requirements.	
CIS Process of DL Form Review	Has EDC approved the CIS regular courses? In the meantime, since all CIS courses are DL, and as such, faculty would need to use the most current DL Forms to teach with, DLC suggests that the department make the changes on the existing DL Forms and send them through DLC for approval. Once a procedure/timeline, criteria for requiring all new DL forms to be submitted are established, then in two years' time, the CIS courses will be submitted again for review, and at that time, the new requirements would apply to all DL courses including those in the CIS department.	
Standing Items:		
EDC/C&I	No report.	
ITAC Report	No report.	
FPDC Report	No report.	
Next Meetings	March 12, March 26, April 9, April 23	
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