



## DISTANCE LEARNING COMMITTEE MINUTES FOR APRIL 23, 2013

**Members Attending:**

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

### RECOMMENDATIONS

Recommendation	Rationale/Background

### COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments
GEOG 30	California Geography	Elizabeth Lobb	<b>Approved</b> , with minor edits.
GEOG 1L	Elements of Physical Geography Laboratory	Dafna Golden	<b>Approved</b> , with minor edits.

### MINUTES

Item	Discussion/Comments	Outcome
<b>Approval of DLC Minutes: April 9, 2013</b>	Prior to the review and approval of minutes, Jill shared news of her upcoming absence for the next couple months. Unfortunately, there is no substitute that can sit in for her at the DLC meetings; however, the committee wishes her well and looks forward to updates on her upcoming adventure.	<b>Approved</b> , with minor edit.
<b>DL Master Plan</b>	Mary reminded the committee that the DL Master Plan will be forwarded to C&I with the April 9 <sup>th</sup> minutes.	Information only.
<b>Fall 2012 Faculty Regulatory Compliance Survey</b>	<p>Mary prepared a draft summary of the Fall 2012 Faculty Regulatory Compliance Survey that can be shared with all DL faculty. Committee members suggested providing a typical or minimum standard on DL courses and/or providing a workshop to help and provide guidelines when building DL courses. It is imperative that DL faculty show regular and effective contact on a weekly basis. Information will be added to the summary to let faculty know that workshops will be scheduled as one solution to the concern. Directing faculty to the link on how to caption can be another resource added to the summary.</p> <p>Future regulatory surveys should be sent only to DL faculty that are currently teaching DL courses during that specific term to assure that results are specific to what DL faculty are currently practicing.</p> <p>As a side note, Carol and Mary informed the committee that the bootcamp will be scheduled in August this year to allow for the summer Moodlerooms updates to be completed and included in our workshop topics prior to bootcamp.</p>	Information only.

<b>Visit to the IT Farm</b>	Vic requested to postpone the visit. Committee members agreed on visiting the farm during the last DLC meeting on June 11 <sup>th</sup> . Shanti will look into reserving a conference room in the IT area for that meeting.	Information only.
<b>Standing Items:</b>		
<b>EDC/C&amp;I</b>	New DL Amendment forms: GEOG 30 and GEOG 1L.  Mary reminded the committee that approval of the GEOG 1L course does not grant approval of the GEOG 1LH, which is the Honors GEOG 1L course. A separate DL amendment course is needed for honors courses.	<b>GEOG 30 is approved,</b> with minor edits.  <b>GEOG 1L is approved,</b> with minor edits.
<b>ITAC Report</b>	No report.	
<b>FPDC Report</b>	Carol requested any suggestions for what workshops, training, or seminars that could be offered in Fall 2013. Suggestions, DL related or not, can be sent to Carol. Mike suggested a workshop on supplemental hours.	
<b>Next Meeting Dates</b>	May 14, May 28, June 11	
<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