



DISTANCE LEARNING COMMITTEE MINUTES FOR APRIL 9, 2013

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	X	Rich Patterson	X	Sandra Weatherilt
X	Carol Webster	X	Jill Wilkerson		Melissa Candell, Student Rep			X	Loralyn Isomura, Recorder
				X	Edmond Xiong, Student Rep (Sub)				

RECOMMENDATIONS

Recommendation	Rationale/Background

COURSE REVIEW

Course ID	Title	Action/Comments
CISP 52 (NEW)	Mobile Device Programming	Approved , with minor edits.

MINUTES

Item	Discussion/Comments	Outcome
Approval of DLC Minutes: March 26, 2013	<p>Prior to reviewing minutes, DLC members' self-introductions were made for the Associated Student Representative who subbed for Melissa. Edmond Xiong is the Finance Senator for our Associated Student Body.</p> <p>In addition, Meghan acknowledged the efforts of Mary Johnson who facilitated in the approval of the newly revised CIS DL forms that were reviewed in the last three DLC meetings. With Mary's assistance and preparation, CIS and DLC were able to get through 30 revised forms smoothly.</p>	Minutes were approved , as is.
ACCJC Substantive Changes	Meghan shared the Substantive Change Proposal , submitted on March 15, 2013, which is a request to ACCJC to see if the College needs to seek a formal Substantive Change Proposal based on changes in the College's offering of distance learning courses leading to certificates or degrees. In reviewing the proposal together, Meghan pointed out the form was prepared back in March, based off the information we currently had listed in the college's 2012-13 catalog. Some members informed Meghan of some decisions regarding some certificate/degree programs and/or courses within their departments that are currently pending. Once decisions are confirmed, they will need to be reported to Meghan and she will update the proposal and follow up with ACCJC as necessary.	Information only.
DL Master Plan	In reviewing the most updated DL Master Plan, Edmond shared a question from Melissa regarding the DL Master Plan: What is the matrix used for? Mary advised the plan is strictly used for planning, as it relates to distance learning. Changes may always	The DL Plan was approved , and Mary will forward the approved version to C&I.

	be made, but the matrix is used as a guide.	
Fall 2012 Faculty Regulatory Compliance Survey – Results	Raw results of the Fall 2012 Faculty Regulatory Compliance Survey was shared with the committee. Results to the first question of the survey raised concern immediately as 10 out of about 56-58 professors who completed the survey answered "not at all" to the question: <i>Would you say that you use discussion forums related to course content (instructor initiated)?</i> The concern stems from DL regulation on faculty initiated regular and effective contact with students in the seat-time replaced, online hours of DL courses. However, the survey may have been deployed to faculty who are DL certified to teach online, but may not have been teaching online at the time of the survey deployment. A summary of the results will be shared with all DL faculty. Mary, Mike, and Meghan will work on preparing workshops on Regular and Effective Contact and other topics related to better inform faculty on distance learning regulations.	Information only.
Standing Items:		
EDC/C&I: CISP 52 (NEW)		Approved , with minor edits.
ITAC Report	The Technology Plan is still a work in progress. It is working on requesting funding for more training to use our current technology more efficiently and effectively. Paul is requesting a tour of the "server farm" for the DLC members.	Information only.
FPDC Report	No report.	
Next Meeting Dates	April 23, May 14, May 28, June 11	
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