



DISTANCE LEARNING COMMITTEE

MINUTES FOR MAY 14, 2013

Members Attending:

	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		Jill Wilkerson		Melissa Candell, Student Rep	X	Loralyn Isomura, Recorder		

RECOMMENDATIONS

Recommendation	Rationale/Background

COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments
OCEA 10	Oceanography	Heather Kokorowski	Approved , with minor edits.

MINUTES

Item	Discussion/Comments	Outcome
Approval of DLC Minutes: April 23, 2013		Approved.
Summary of Fall 2012 Faculty Regulatory Compliance Survey	<p>Mary thanked Meghan for preparing the executive summary of the results from the Fall 2012 Faculty Regulatory Compliance Survey.</p> <p>Initial information regarding regulations for distance learning is provided through the AP, SPOT and course design. The intent of the survey is to get baseline numbers and explore ways to teach and further inform faculty on state regulations for distance learning.</p> <p>In addition to the summary, Meghan will also include a blank survey and AP 4105, which are all documentation to support our College's next accreditation self-evaluation. Committee members provided formatting suggestions and minor edits. The committee agreed to postpone sharing the survey with departments until the final version is ready.</p>	Suggested changes will be made and Meghan and Mary will share version 3 of the summary at the next DLC meeting on Tuesday, May 28 th .
Visit to IT Server Farm	The visit to the IT Server Farm is confirmed for Tuesday, June 11 th . The committee will meet at the normal location and time (1:05 p.m. in 6-261) and will all shuttle together to the farm in building 23. Following the tour, the committee will meet in the IT training room. Paul advised he will be away and will not be able to attend on June 11 th .	Information only.
ACCJC Substantive Changes	Meghan shared email from Susan Clifford, Vice President of Commission Operations for ACCJC, confirming the need to submit a "Substantive Change Proposal." Meghan informed the committee that colleges need to apply for approval when substantive changes are made to their course offerings. More specifically pertaining to DL, if 50% or more of our offerings allow students to attain a certificate or degree, approval is	Information only.

	<p>required before changes take effect. Approval was received back in 2009. Since that time we have had more courses added, requiring the need to seek another approval for the substantive changes. To update the list, Ed advised that the Business Escrow Management (certificate or major?) has been proposed for elimination and is in the EDC queue.</p> <p>A phone appointment is scheduled with ACCJC on Monday, July 15th at 2:00 p.m. Meghan will work with Barbara McNeice-Stallard, from Research & Development, and Mary to assure that all information is updated and accurate prior to sending it to ACCJC in preparation for the phone meeting.</p> <p>Meghan shared information from the Substantive Change Review and Approval Process section in the ACCJC Substantive Change Manual (www.accjc.org/wp-content/uploads/2012/09/substantive_change_manual_august_2012.pdf).</p>	
State Authorization Application Process Update	<p>The State Authorization Application Process varies in each state; and in some states, it is not acknowledged and/or not required. For those students taking distance learning courses who have no "on-ground" classes and are not physically in California, Meghan will be contacting the state(s) which the students' addresses reflects. The applicable state's process will be interpreted conservatively.</p> <p>In some cases, we may choose not to apply to a state. For example, Massachusetts requires that a fee of \$20,000 is paid per class, and per college. No formal/confirmed decision has been made on how to handle such cases at the moment.</p> <p>Meghan will post informational documents from the 2012 WCET (WICHE Cooperative for Educational Technologies, a division of the Western Interstate Commission for Higher Education) Conference. Further discussion regarding policy and recommendation to the college on how to handle the State Authorization Process will be tabled for future DLC meetings.</p>	Meghan will continue to research the State Authorization Application Process. Information will be shared with the committee at future DLC meetings, as its received.
DLC Goals – Progress Made	Mary updated the progress DLC has made for the 2012-13 academic year. Mary will be preparing a Year-End Report for the Academic Senate. Mary invited any suggestions or additional information be sent to her. More discussion regarding the goals will be tabled for the next meeting.	Information only.
Standing Items:		
EDC/C&I	<p>Reviewed new DL Amendment form for OCEA 10.</p> <p>While reviewing the OCEA 10 DL Amendment form, some suggestions were made for future changes to the DL Amendment form, itself. For example, keeping the original date that a DL Amendment form was created and just adding revision dates. Further discussion regarding revisions to the DL</p>	OCEA 10 is approved, with minor edits.

	Amendment form will be tabled for a future DLC meeting.	
ITAC Report	No report.	
FPDC Report	No report.	
Next Meeting Dates	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