



DISTANCE LEARNING COMMITTEE

MINUTES FOR MAY 28, 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	X	Melissa Candell, Student Rep	X	Loralyn Isomura, Recorder		

RECOMMENDATIONS

Recommendation	Rationale/Background

COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments
LCOM 100 (NEW)	Learning Communities: Interdisciplinary Connections	Larry Silva	Approved , with minor edits

MINUTES

Item	Discussion/Comments	Outcome
Approval of DLC Minutes: May 14, 2013		Approved , as corrected.
DL Master Plan	Mary shared some changes to the DL Master Plan, which were suggested by C&I. C&I also recommended including the need for staffing resources, especially for a manager of Distance Learning and more staff support for DL course development. The DL Master Plan has been posted on the C&I website, per information shared by Michelle Grimes-Hillman and Dan Smith.	Information only.
Fall 2012 Faculty Regulatory Compliance Survey – Draft of Summary	Meghan shared the final draft of the executive summary, which included suggested changes and edits that were discussed at the meeting on May 14 th . After a final review, the committee approved the final draft.	Mary will post the approved executive summary on the DLC website and will send an email to the DL faculty, with the summary attached.
DLC Goals – Progress Made	No suggestions were made at today’s meeting. Mary still invites any changes to be submitted to her before the next meeting, in anticipation of approving the DLC Goals at the next DLC meeting on June 11 th .	Information only.
Annual Review of College Committees	Per Dr. Scroggins’ email regarding college committees’ Purpose and Function Statement, Mary provided an updated DLC Purpose and Function Statement. The committee approves of updated changes.	Approved. Mary will forward the updated Purpose & Function Statement to C&I.
Conducting Regular Review of DL Amendment Forms	Based on the College’s curriculum review guidelines, the committee agreed that a revised DL Amendment form for approved DL courses would be required, following a modification to the course’s curriculum, if any of the following are affected: <ul style="list-style-type: none"> • Course ID 	Information only.

	<ul style="list-style-type: none"> • Course Title • Units & hours • Instructional Type • General Education • Certificate, degrees, and majors <p>In addition, a review of the DL Amendment form is needed if there is a change to the topical outline, mode of delivery and/or measurable objectives.</p> <p>Per EDC's recommendation, DL Amendment forms will not be reviewed until the modification for the regular course has gone through step five of the curriculum approval process.</p> <p>To further address the parameters of reviewing the DL Amendment forms, a sub-taskforce including Mary, Mike, and Sandra will continue to work together through the summer and fall. Any suggested changes will be presented to DLC for review in Fall 2013.</p>	
DL Amendment Form Template & Formatting	<p>For future DL Amendment forms, the changes were suggested to be included in the template:</p> <ul style="list-style-type: none"> • Number of units • Keeping original date • Adding all revision dates • Updated abbreviations <p>Further review and discussion of the current form will continue at the next meeting on June 11th.</p>	Information only.
Reminders: Bootcamp – Save the Dates	"Save-the-date" notices were sent out for the next bootcamp dates: August 13-15 and August 20-22.	Information only.
Moodlerooms Layout	Tabled for the next meeting on June 11 th . Carol will bring samples of the different layouts.	Information only.
Standing Items:		
EDC/C&I: LCOM 100 (NEW)		Approved , with suggested changes.
ITAC Report	No report.	
FPDC Report	No report.	
Next Meeting Dates	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