



DISTANCE LEARNING COMMITTEE

MINUTES FOR AUGUST 28, 2012

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				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: June 12, 2012 Meeting		Approved.
Distance Learning Plan Progress	<p>Mary gave an overview of the input from DLC work groups that took place at the DLC meeting on June 12, 2012.</p> <p>Mary will work on the history of DL and will bring information to the next meeting, on September 11. Additionally, the committee will schedule dedicated time to focus on the completion of the draft DL Plan to send to C&I by the end of December.</p> <p><i>Student Preparation</i> sub-category will be added to the Student Success category. Similar to the Student Success Plan, a "cross-reference" column will also be added to the plan.</p>	Information only.
Faculty Survey on Regulatory Compliance & DL Report to Board of Trustees	<p>With the requirement to obtain permission from the "home" state of an out-of-state student to take a DL course with our college, it is important to assure that our students are aware that they may not be able to receive and/or transfer the credit for the DL course in their home state. DLC will explore other ways to inform students and/or require special approval for certain courses prior to students being allowed to register.</p> <p>Last year, we offered about 400 sections of distance learning courses. If auditors determined that half or more of those courses did not show regular and effective contact between faculty and student, those courses would be declared as correspondence courses jeopardizing the federal financial aid that the college receives. Correspondence courses are courses where students receive a packet for the course (i.e., course content, assignments) at the beginning of the semester and they would return the completed assignments</p>	Information only.

	<p>back at the end of the semester, with no other regular contact in between. Meghan shared information from the <i>ACCJC Guide to Evaluating Distance Education and Correspondence Education</i>, and highlighted a few questions to ask ourselves how our college complies with the regulations.</p> <p>Deployment of the faculty survey on Regulatory Compliance will occur by week 8. The group will discuss how to inform department on DL regulations and compliance.</p>	
Student Evaluation Process	Mary and Meghan will continue to work with IT to assure deployment of the student evaluations follow the current contract.	Information only.
Student Focus Group	If DLC conducts more student focus group sessions, suggestions were made to advertise the focus groups sessions better, find others to help, and share what will be done with the information received from the group.	Information only.
Moodlerooms Update	<p>Meghan thanked the OLSC staff and all trainers in helping to prepare faculty for the launch of Moodlerooms in Fall 2012.</p> <p>Meghan also congratulated Carol Webster on receiving the Eternal Flame award, one of the new Presidential awards introduced this year.</p>	Information only.
Standing Items:		
EDC/C&I	No report.	
ITAC Report	AP 3720 is still in the approval process, but has recently passed through PAC, who then referred it to FA.	
FPDC Report		
Next Meeting	September 11, 2012	
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 Committee