



## DISTANCE LEARNING COMMITTEE MINUTES FOR SEPTEMBER 11, 2012

**Members Attending:**

X	Shanti Atashpoush	X	Meghan Chen, co-chair		Will Daland	X	Mike Dowdle	X	Edwin Estes
X	Jean Garrett	X	Mary Johnson, co-chair	X	Paul Kittle		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
<b>Approval of DLC Minutes</b>	August 28, 2012	<b>Approved.</b>
<b>SPOT is updated for MR</b>	<p>Mary provided a comparison list of SPOT Tasks in Blackboard and in Moodlerooms. The first change made was removing any notation of the word "Blackboard" and replacing it with "Moodlerooms." No changes were made to the actual tasks, other than omitting the task of "Course Activity by 'Add Item,'" as that feature is not being used in Moodlerooms.</p> <p>Meghan suggested to email all faculty, especially because we have new faculty on board since the new LMS was introduced, to inform them of the changes made to SPOT based on the new LMS, especially because SPOT is a college-established, Senate approved protocol in order to teach any distance learning courses.</p>	Loralyn will attach the comparison list with today's minutes when sending to C&I.
<b>New DLC Goals for 2012-13</b>	<p>Mary suggested the rewording of goal #1, as the implementation of the new LMS has been completed. The committee agreed to modify the goal to state "Facilitate the current Learning Management System (LMS), and other e-learning tools, including faculty mentoring, training, and communicating updates to continue to propagate best practices."</p> <p>Meghan suggested revising goal #2, pointing out that the committee does not create DL policies. The committee agreed to change the goal to state "Review, revise and write recommendations and/or procedures in response to state and federal regulations." With the revision of #2, goal #6 will be omitted.</p>	Updated goals will be shared at the September 25 <sup>th</sup> DLC meeting and then forwarded to AS by Mary.

	<p>Goal #4 emphasizes on the communication with the college community. The committee agreed to change the wording of #4 to "Communicate with the campus on distance learning topics."</p> <p>Goal #5 will remain the same.</p>	
<b>Development of Distance Learning Plan</b>	The committee broke out into the assigned groups to continue to work on the DL Plan.	Discussion notes will be forwarded to Mary and will be shared at the next meeting on September 25.
<b>Standing Items:</b>		
<b>EDC/C&amp;I</b>	No report. C&I meets today, after DLC.	
<b>ITAC Report</b>	Paul reported that IT has taken responsibility of training both staff and faculty on OmniUpdate. Meghan added the amount of broken links on the website have been reduced and continue to be addressed.	
<b>FPDC Report</b>	No report. FPDC has not met for the semester yet.	
<b>Next Meeting</b>	September 25, 2012	
<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>		