



DISTANCE LEARNING COMMITTEE MINUTES FOR SEPTEMBER 25, 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		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: September 11, 2012		Approved , with minor corrections.
New DLC Goals for 2012-13	The committee agreed on final version of the 2012-13 Goals for DLC and Mary will forward the final version to C&I for informational purposes only.	Information only.
Potential Changes to Contract for DL	<p>ACCJC is expected to look for specific evidence to show compliance of all DL regulations. Though attempts are made to inform faculty of all the DL regulations, the committee would like to suggest changes to the classroom visitation evaluation form for distance learning courses to assure that our courses are compliant with all regulations. With a more specific form, and section in the contract, faculty will be able to know what they are being evaluated on and help to point out what evaluators should be looking for. Below is a list of specific suggestions for distance learning evaluations:</p> <ul style="list-style-type: none"> • Is the course website easy for students to navigate? • Are there vehicles available for students to communicate with the professor and/or other students? • Are the course activities organized effectively? • Is there evidence of regular and effective contact (with some suggestions to the evaluator on how to find that evidence)? • Are there activities scheduled regularly to determine if a student is still participating academically? • Are all materials for the course ADA 508 compliant? • Is the professor using authenticated methods for all graded activities? 	Information only.

Development of Distance Learning Plan	The remainder of the meeting allowed for the sub-groups to continue their discussions on the DL plan. Notes will be provided to Mary and will be shared at the next meeting on Tuesday, October 9.	
Standing Items:		
EDC/C&I	No report.	
ITAC Report	No report.	
FPDC Report	No report.	
Next Meeting	October 9, 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