



# DISTANCE LEARNING COMMITTEE

## 2012-13

**PURPOSE:** The purpose of the Distance Learning Committee is to discuss, review, and evaluate distance learning modes of instruction, and recommend and promote best practices and new opportunities for distance learning and teaching.

**FUNCTION:** The Committee's functions are to

- evaluate and recommend approval of Distance Learning Course Amendment Forms
- recommend policy changes pertaining to distance learning
- evaluate and promote a variety of effective practices and standards for distance learning
- provide a forum for sharing and collaboration among distance learning faculty by sponsoring informational meetings, discussions, and workshops pertaining to distance learning

### Agenda – Dec. 11, 2012

| ITEM  | DISCUSSION / COMMENTS  |
|---|--|
| <b>Approval of DLC minutes:<br/>11/27/12 meeting<br/>(5 min) - Mary</b>   | Information  |
| <b>DL Reg Compliance Survey<br/>(10 min) Mary and Meghan</b>  | Overview of the results  |
| <b>Development of Distance Learning Plan<br/>(5 min) – Mary &amp; Meghan</b>  | Table for spring   |
| <b>CIS Process for DL Form Review<br/>(45 min) Mary &amp; Meghan</b>  | Can we allow CIS to submit forms using the same version of the form as originally submitted? |
| <b>Discussion of definition of “substantive” changes for<br/>DL Amendment Forms<br/>(15 min) Mary and Meghan</b>        |  |
| <b>Maintaining a Quality Distance Education Program<br/>Webinar – Dec. 10, 2012, 9-12pm<br/>(5 min) Mary and Meghan</b> | Presented by State Chancellor’s Office – information only                                    |
| <b>Standing Items:</b>  |  |
| <b>Curriculum: EDC /C&amp;I</b>   |  |
| <b>ITAC Report (Paul)</b>   |  |
| <b>FPDC Report (Carol)</b>  |  |
| <b>Other</b>  |  |

**Next meeting Feb 26, 2013 (first meeting of spring semester)**

**Remaining Meetings this semester – none!! Happy Holidays**

DLC Meetings - 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays at 1:05 – 2:35 PM in LTC – 261

DLC website: <http://www.mtsac.edu/instruction/learning/distlearn/>  
 DLC listserv: [dlc@mtsac.edu](mailto:dlc@mtsac.edu)  
 DLC group on Group Studio