



DISTANCE LEARNING COMMITTEE

MINUTES FOR OCTOBER 22, 2013

Members Attending:

X	Shanti Atashpoush	X	Meghan Chen, co-chair		Will Daland		Mike Dowdle	X	Edwin Estes
X	Jean Garrett	X	Mary Johnson, co-chair	X	Paul Kittle	X	Jeanne Marie Velickovic	X	Sandra Weatherilt
	Carol Webster	X	Jill Wilkerson	X	Jose Collazo, Student Rep				

RECOMMENDATIONS

Recommendation	Rationale/Background

COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments

MINUTES

Item	Discussion/Comments	Outcome
Approval of DLC minutes: 10/08/13 meeting (5 min) - Mary	Approved.	
Support a Mock Review for Accreditation? (15 min) – Mary & Meghan	<p>Revised information document to invite and inform the campus community about the mock review. Faculty and departments will have the DLC’s support with workshops, mentoring, and presentations.</p> <p>Mock reviewers will be given Moodlerooms non-editing access to volunteered courses’ shells. These courses participating in the mock review will be put on a test server to protect against any accidental changes made by the mock reviewers. IT and OLSC will walk through the process and test it.</p> <p>Hybrid courses should be included in this mock review. It would be helpful to provide feedback on how hybrid courses meet regulatory requirements such as regular and effective contact in the online component of the courses.</p> <p>Summary results and implications for improvement will be shared at a joint debriefing meeting.</p>	
Substantive Change Proposal – Process Chart and Discussion (20 min) – Mary	We have been asked to come up with a plan of how we could verify how a new DL Course would affect any Certificates and/or Degrees with respect to Substantive Change Proposal requests.	
Recommendation for Online add/drop procedure for full online courses and Best Practices Guide (20 min) – Mary, Meghan, and Sandra	The committee discussed the question what day and what time does a fully online class begin? For 16-week classes, is it 7:30 AM on Monday – need to verify with Admissions & Records and Title 5. Also discussed is a proposed 24-hour to 48-hour window in which faculty require students to participate in a class activity to indicate attendance in the class. By 3 rd day of classes, faculty drop the non-attending students and complete the add process from the wait list.	

	<p>A suggestion is to put into a schedule of classes a statement, draft language below:</p> <ol style="list-style-type: none"> (1) 100% online classes start at 7:30 AM on Monday of the first day of class. (2) Faculty need to make their online class open by the first Monday of class. (3) Students must log into Moodlerooms by 7:30 AM on Monday of the first class to check for required activity to show attendance in that online class. (4) Students must read and complete the required activity or they will be dropped from the online class. (5) Automated message to students in as many places as possible: students must use Mt. SAC email for all business (e.g., to receive notifications about their online classes, add codes), AND to log into Moodlerooms to check for required activities to show attendance. 	
Changes to DLC Purpose and Function (and membership?) (10 min) – Mary & Meghan	Next meeting.	
DLC Goals for the coming year – See the DL Plan timeline (15 min) – Mary & Meghan	If time allows! Next meeting.	
Other	Next meeting – handout on Anticipating “triggers” for Substantive Change Proposal – DL courses crossing the 50% or more online threshold.	
Standing Items:		
EDC/C&I		
ITAC Report		
FPDC Report		
Next Meeting Dates	Nov 12, 2013	
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