



# DISTANCE LEARNING COMMITTEE

## MINUTES FOR NOVEMBER 12, 2013

**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		Jeanne Marie Velickovic	X	Sandra Weatherilt
X	Carol Webster	X	Jill Wilkerson	X	Jose Collazo, Student Rep				

### RECOMMENDATIONS

Recommendation	Rationale/Background
<b>Recommendation for Online add/drop procedure for full online courses and Best Practices Guide - revised</b>	Intended to help students know how to add an online course.

### COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments
<b>BIOL 15</b>	Human Sexuality	Lynda Hoggan	<b>Approved</b> , with minor edits.
<b>BIOL 15H</b>	Human Sexuality for Honors	Lynda Hoggan	<b>Approved</b> , with minor edits.

### MINUTES

Item	Discussion/Comments	Outcome
<b>Approval of DLC minutes: 10/22/13 meeting</b>		Approved
<b>Support a Mock Review for Accreditation?</b>	<p>Mary reported that she and Meghan attended the HSS Div meeting on 11/7 to. They asked for volunteers to submit their DL classes in spring for the mock review.</p> <p>At this point there have only been 6 volunteers, and Mary would like to have a larger group. It was suggested that we encourage 2 faculty per department to participate.</p> <p>Next week Sandra, Mary and Meghan will go to the Business Division.</p> <p>Mary and Sandra will send out another invitation noting the benefits of this informative process.</p> <p>Meghan, Mary, and Sandra created a draft handout on Regulation Language for Distance Learning Courses which included suggestions for what faculty should know or do and examples of how these can be achieved.</p>	FYI
<b>Substantive Change Proposal – Process Chart and Discussion</b>	<p>This is on the agenda for C &amp; I today.</p> <p>C&amp;I suggested that DLC (Mary) create a plan that monitors whether a new DL course would potentially place (trigger) a certificate or major above 50% or more online and therefore require approval from our accrediting body before the new course could be offered as a DL course.</p> <p>Fortunately, DLC has already begun working on this.</p>	

<b>Recommendation for Online add/drop procedure for full online courses and Best Practices Guide - revised</b>		Approved with minor edits. Mary will have this added to the queue for C&I.
<b>Draft recommendation on conducting DL review</b>	Mary presented the recommendation for re-evaluation DL Modification Forms at the last C & I Council meeting. Minor modifications were requested by C&I. An additional change was suggested by Mike Dowdle for clarification. DLC approved the changes via email. Mary indicated that C&I will be reviewing the document later in the day.	Approved via-email
<b>Changes to DLC Purpose and Function (and membership?)</b>	Discussion tabled for a future meeting.	
<b>DLC Goals for the coming year – See the DL Plan timeline</b>	Discussion tabled for a future meeting.	
<b>Standing Items:</b>		
<b>EDC/C&amp;I</b>		
<b>ITAC Report</b>	Paul reported some ITAC members requested clarification on what IT wanted for the next IT Master Plan. Paul clarified that information from the area PIEs (specifying needs requiring or affecting technology) should come back to ITAC.	
<b>FPDC Report</b>	Mike reported the committee would like feedback on training needs in light of new Adobe Cloud site license as well as General Training needs. They would also like suggestions for changes to the POD eval. form.	
<b>Next Meeting Dates</b>		
<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>		

cc: Curriculum & Instruction