



DISTANCE LEARNING COMMITTEE

MINUTES FOR NOVEMBER 26, 2013

Members Attending:

Shanti Atashpoush	X	Meghan Chen, co-chair	X	Will Daland	X	Mike Dowdle	X	Edwin Estes
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
Online add/drop procedure for full online courses and Best Practices Guide - revised	To assist faculty on procedures of how to add students in a fully online course
Draft Recommendation on conducting DL review	Procedures on when to review a DL amendment form

COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments

MINUTES

Item	Discussion/Comments	Outcome
Approval of DLC Minutes: Nov 12, 2013		Approved
Announcement: Winter eLearning Workshops	The Winter eLearning workshops (a.k.a. OLSC Bootcamp) have been rescheduled to the second week in February 2014; Feb 11-13 & Feb 18-20. A request for presenters for the workshops will be sent out soon.	Information only
DLC Purpose and Function	<p>Committee members discussed changes to the function of the committee including an edit to "Facilitate the development of an ongoing Distance Learning Plan" to read "Facilitate implementation and updates to the DL Master Plan." The committee agreed to change this and add a bullet point about coordination with PDC regarding DL. The committee also decided to remove the position of Division Administration Secretary from the membership.</p> <p>Rationale:</p> <ol style="list-style-type: none"> 1) As the Library and Learning Resources (LLR) Division has one division dean and administrative secretary, having both on the committee has meant the division office's closure during those hours. 2) The DLC Minutes will still be routed to the division administrative secretary to keep her informed and to trigger her input as appropriate. Additionally, the division administrative secretary will be invited to attend DLC meetings as pertinent. 	Changes will be forwarded to C&I
DLC Goals AY 2013-14	Feedback was requested of the committee to create additional goals for the AY 2013-2014 by possibly using goals from the DL Master Plan. The inclusion of establishing an exemplary DL teaching award, informing faculty of DL regulations, and investigation of the need for an online readiness requirement for students were put forth.	Mary will refine the goals and present options at the next meeting
Mock Accreditation	Mary, Meghan, and Sandra attended the Business Division	Information only

Review	meeting to inform about and obtain additional volunteers for the mock review. The list of faculty volunteering has grown with 13 current participants. It is expected that this number will increase.	
Substantive Change Proposal	Meghan and Mary passed around a beginning plan for monitoring needed certificates/degrees for a Substantive Change Proposal submission to ACCJC. Mary had a document with questions for C&I but C&I tabled it due to lack of time. The document will likely be priority on the agenda at the next C&I meeting. Meghan announced that ACCJC approved the last Substantive Change Form submitted and thanked those that helped her create the document.	Information only
Recommendation for Online add/drop procedures	Tabled until next meeting due to lack of time	Tabled
Recommendation on conducting DL review	The recommendation was presented to C&I. C&I suggested changes to the recommendation. The committee agreed to the changes and the recommendation will be forwarded back to C&I. Mary brought up the question of procedurally how to remove inactive courses if they also have DL Amendment Forms. She will bring this question up to C & I.	Recommendation forwarded to C&I
Student Opinions Report on DL web page proposed information and organization of information for revised webpages	Tabled until next meeting to allow Jose more time to gather information for report.	Tabled
Standing Items:		
EDC/C&I	None	
ITAC Report	No report	
FPDC Report	Mike reported on a Resolution presented to FPDC regarding restoring the shared governance procedures for faculty professional development.	Information only
Other	Sandra brought up a question from a faculty on whether it is mandatory that final exams be given on campus for hybrid courses. The committee discussed this and determined that as a DL course, the final exam could be administered online.	
Next Meeting	December 10, 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