



DISTANCE LEARNING COMMITTEE

MINUTES FOR FEBRUARY 25, 2014

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
x	Carol Webster	x	Jill Wilkerson	x	Jose Collazo, Student Rep				

RECOMMENDATIONS

Recommendation	Rationale/Background
Anticipating “triggers” for Substantive Change Proposal	Required by ACCJC

COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments

MINUTES

Item	Discussion/Comments	Outcome
Approval of DLC Minutes: XXX meeting		Approved
Winter eLearning workshops - review	Carol reported that there were 51 duplicated participants in attendance. Mary reported that the workshop attendance was greater during the first week, which may be due to the interest in more basic MR topics offered that week.	Information only
DLC Goals for the coming year (10 min) – Mary & Meghan	Mary presented a list of potential goals. #5, Work on completing DL Master Plan objectives, was added. Mike suggested that we include internal conditions in goal #2.	Goals were approved, and will be forwarded on to C & I.
Substantive Change Proposal – Process Chart and Plan	Mary presented a draft recommendation – Anticipating “triggers” for Substantive Change Proposal. Jeanne-Marie suggested creating a report from Web CMS that could show certificates and degrees attached to a particular course. Mary noted that there is currently a DL flag and perhaps that could be used to create this report.	Mary is planning to present this at the second March meeting of C & I. Meghan will talk to Terri Long regarding creating WebCMS report.
Recommendation for Online add/drop procedure for full online courses and Best Practices Guide - revised		Will be submitted for C & I - March 11 meeting
Student Surveys on DL Web Pages	Mary reported that there were over 1200 responses to the survey. She suggested the success may be in part attributed to the timing of the deployment (during Spring registration) and the gift certificate raffle to be awarded. The objective questions were presented. Meghan suggested that the response analysis will be used to determine DL webpage content.	The subjective responses will be categorized and shared later. Mary was asked to send the actual survey questions to the DLC members.
Student Opinions on DL webpage revisions		Tabled
Finishing student	Background – Up to this point, faculty have been required to manage	Faculty will be allowed to

incompletes – Should we change the process?	DL course incompletes outside of the LMS. It was determined to be due to limitations imposed by the Blackboard LMS. Discussion followed as to whether we should allow incompletes to be managed within the LMS. Potential for problems were discussed and dismissed as workable. Potential issues: 1. Restricting access to target students. 2. Alerting other unaffected students to ignore the reopened course.	manage incompletes through the LMS. Faculty will be notified of this change, offered best practice suggestions on implementation.
State Authorization update and discussion of Mt. SAC's policy		Tabled
Other Topics	Mary mentioned a problem with non- MR approved faculty are having MR courses pushed out to them. Possible reasons: The course was previously assigned to a MR trained faculty and the course was later switched to a faculty who was not MR trained. Another reason is the course has multiple faculty assigned. At least one of the faculty is not MR trained.	Mary, Meghan, Paul and Shanti will get together to create a procedure for pulling MR courses from non-trained faculty.
	Paul reported that we are running out of Moodlerooms server storage space. This comes as an additional cost from Moodlerooms. Another complication involves long course search lists. It was decided to remove courses older than 2 years; inform faculty in advance of removing old courses and remind them to export these courses to personal storage devices. Faculty should also be reminded to make note of these course IDs in case of emergency restore needed from backups.	Remove courses from Fall 2011 and earlier from server by June 30. Mary will send out an email to faculty to inform them of the upcoming removal of course.
	People are complaining about being required to do MR training.	Information only
	Jill asked about status of a Faculty web page index. Students are reporting a difficulty in finding out contact information for faculty.	Meghan proposed ITAC reps Paul and Jeanne-Marie, bring these subjects up in an ITAC meeting, perhaps to be discussed regarding needs on the academic computing side. Paul asked to be emailed with ideas to present to ITAC.
	Meghan mentioned that Skype was requested for tutoring. However, due to college bandwidth limitation, this is not possible at the moment.	
	Mary mentioned that many faculty are requesting a location for streaming videos for their students. At this time Mt. SAC does not have a streaming video option.	
Standing Items:		
EDC/C&I		
ITAC Report		
FPDC Report		
Next Meeting Date	March 11, 2014	
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