



DISTANCE LEARNING COMMITTEE MINUTES FOR MARCH 11, 2014

Members Attending:

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

RECOMMENDATIONS

Recommendation	Rationale/Background

COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments
MICR 26	Immunology	Carmen Rexach	Approved with minor edits.

MINUTES

Item	Discussion/Comments	Outcome
Approval of DLC Minutes: March 11, 2014		Approved with minor edits.
Substantive Change Proposal – Process Chart and Plan		Will be submitted for C & I – Mar 25
Recommendation for Online add/drop procedure for full online courses and Best Practices Guide - revised	Mary mentioned issues regarding the date that add authorization codes can first be used in hybrid courses. Shanti is investigating when add authorization codes are valid for hybrid on-campus meeting. This has caused delays for students in starting the online component in a timely manner. It was suggested that add codes be made active the first date of the semester. Also, the wording on the recommendation going to C&I today should be changed from "Online" to "Distance Learning".	On today's C & I agenda
Final plans before Mock Review.	Mary handed out the following documents: 1. Accreditation Readiness Pilot which has timelines; and list of courses that will participate in the Mock Review. Mary discussed logistics - courses will be on Sandbox server in a special category. Discussion ensued regarding special care to be given to protect	Mary will check if students can be brought into Sandbox. OLSC is to test visibility of course information using special logins.

	<p>student privacy of grades. The decision was made to push one week to start the review to week 5 - 6, March 24. Followed by two weeks to conduct review.</p> <p>A debriefing conference call meeting with reviewers and faculty whose courses reviewed and/or written report is tentatively scheduled for week 9 on April 22.</p> <p>Reviewers will receive a copy of the ACCJC – “Implementation of New U.S. Department of education Regulations New Evaluation Team Responsibilities” document. This is the same document that accreditation reviewers would be using.</p>	<p>Sandra and Mary will create a template message to give to faculty that may be used to give to their students to inform them of the review by volunteer reviewers. Mary will contact faculty about start date change.</p>
State Authorization update and discussion	<p>Mt. SAC is required to receive authorization from the home state of out-of-state students who take 100% online courses. Due to various difficulties in complying with the requirements at this time, a possible temporary solution to recommend a moratorium on out-of-state DL students without a physical presence was discussed.</p>	<p>A draft recommendation will be presented at the next DLC meeting.</p>
Standing Items:		
EDC/C&I	<p>MICR 26 DL Amendment Form was reviewed by the committee and approved with minor changes.</p>	<p>Mary will discuss the minor changes with the faculty member.</p>
ITAC Report		
FPDC Report		
Next Meeting Dates	Mar 25, Apr 8, Apr 22, May 13, May 27, Jun 10	
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