



DISTANCE LEARNING COMMITTEE MINUTES FOR MARCH 25, 2014

X	Shanti Atashpoush	X	Meghan Chen, co-chair	X	Will Daland	X	Mike Dowdle	X	Edwin Estes
X	Heather Kokorowski	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

COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments

MINUTES

Item	Discussion/Comments	Outcome
Approval of DLC Minutes: 3/11/14 meeting		Approved with minor changes.
Welcome Heather Kokorowski replacing Jean Garrett for spring 2014		Information only
Substantive Change Proposal – Process Chart and Plan	This recommendation will be submitted to C & I today. Mary will check with Terri Long on whether Web CMS can provide a report showing a list of courses in each certificate or degree and DL designations.	Information only.
Recommendation for online add/drop procedure for full online courses and Best Practices Guide - revised	Mary reported the outcome of her discussion at C & I. Our recommendation was accepted. C & I requested that there be a separate recommendation on Hybrid courses. Also Mary mentioned not seeing the results of recommendations after they are approved. A Faculty Handbook including this information was suggested as a solution. Jeanne-Marie suggested a link for DL resources on the Faculty and/or eLearning Tools tabs in the Mt. SAC Portal.	Mary will suggest link to Dan Smith.
Recommendation for online add/drop procedure for hybrid courses and Best Practices	Mary shared the new "Distance Learning Committee Recommendation - Adding students in a hybrid class". This recommendation is intended to correct the delay for students to add hybrid courses, impairing their	Shanti will investigate logistics with Banner.

Guide	ability to start the DL course in a timely manner.. The recommendation contains the same best practices as the full online recommendation and specifies the need to make add codes active at 7:30 a.m. on the first day of the term, when the course begins.	
Mock Review in session.		Information only
State Authorization update and discussion of Mt. SAC's policy	A draft recommendation was discussed for "imposing a temporary moratorium on admitting students who are physically located out-of-state who plan to take 100% online courses or complete 100% online certificates until regulations and rules are clearly defined from the U.S. Department of Education."	Minor changes were suggested.
Standing Items:		
EDC/C&I		
ITAC Report		
FPDC Report		
Next Meeting Dates	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