



DISTANCE LEARNING COMMITTEE

MINUTES FOR APRIL 8, 2014

Members Attending:

	Shanti Atashpoush		Meghan Chen, co-chair	X	Will Daland	X	Michael Dowdle	X	Edwin Estes
X	Heather Kokorowski	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	Outcome
Recommendation for online add/drop procedure for hybrid courses	Approved
Recommendation for a temporary moratorium on out-of-state students	Approved

COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments

MINUTES

Item	Discussion/Comments	Outcome
Approval of DLC Minutes: 3/28/14 meeting		Approved
Substantive Change Proposal – Process Chart and Plan	Approved by C & I to be presented to AS	Information only
Recommendation for online add/drop procedure for hybrid courses and Best Practices Guide - revisions	Revisions from last meeting were discussed and approved. A suggestion was made that changes to current add code procedures will have to be made to ensure that all distance learning classes are available for adding with an add authorization code on the first day of the term.	

Mock Review in session.	The review period has ended, and we are awaiting reviews from the reviewers.	Information only
State Authorization update and discussion - DLC Recommendation on a Temporary Moratorium	A draft recommendation was shared and approved. It was confirmed from George Bradshaw that we can add a local question on to the CCC Apply application asking if students plan to take only 100% DL classes or certificates.	
Gap Analysis of ACCJC Standards and Mt. SAC Compliance	The Mt. SAC 2016 Self-Evaluation Timeline was shared for information. A copy of the Guide to Evaluating Distance Education and Correspondence Education from the ACCJC was shared. It was recommended that the committee form groups and review the standards in the guide and assess any gaps that exist in our DL program at Mt. SAC.	The committee is to assess a portion of the standards and report during this spring semester within the DLC meetings.
Standing Items:		
EDC/C&I		
ITAC Report	Paul reported from the meeting held 4/7/14 in which he gave DLC report including the add/drop procedure recommendation and substantive change... IT members expressed interest. Document imaging of school records replacing Hershey is being evaluated for purchase. Student emails will be migrated to Gmail as in May. \$425,000 was allocated for XP replacements, some of which are on their way.	
Student Report	Jose informed the committee of the Culture Fair taking place 4/9/14 from 3:00-9:00 p.m. There will be free food for students and employees.	
FPDC Report		
Next Meeting Dates	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