



# DISTANCE LEARNING COMMITTEE

## MINUTES FOR AUGUST 27, 2013

**Members Attending:**

X	Shanti Atashpoush	X	Meghan Chen, co-chair	X	Will Daland	X	Mike Dowdle	X	Edwin Estes
X	Jean Garrett	X	Mary Johnson, co-chair	X	Paul Kittle		Vacant – Inst. Mgr.	X	Sandra Weatherilt
X	Carol Webster		Jill Wilkerson		Vacant – Student Rep				Loralyn Isomura, Recorder

### RECOMMENDATIONS

Recommendation	Rationale/Background

### COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments

### MINUTES

Item	Discussion/Comments	Outcome
<b>Approval of DLC Minutes: June 11, 2013</b>		<b>Approved.</b>
<b>Draft Recommendation on Conducting DL Review</b>	DLC recommended Procedure for Re-Evaluating DL Modification Forms. One suggestion is to make the names of software tools into generic names, specifying the purpose for the tools rather than having to change the names on official documents and forms. The current criteria triggering a review of the approved DL courses were adopted, which includes changes in course ID, course title, number of units, topical outline, measurable objectives, and methods of deliver for the DL courses, especially including anything pertaining to regular and effective contact and accessibility, and authentication. Mary will incorporate the suggestions and prepare for committee approval at the next DLC meeting on September 10 <sup>th</sup> .	Information only.
<b>Draft of Revised DL Form</b>	<p>Changes to the DL Amendment form will include an approval date that reflects when the department of the originating faculty approved the conversion of a regular course to DL, which should be added on the first page of the form. As with all course approvals, EDC requires department minutes to be available as documentation.</p> <p>The completed signature page will be kept administratively, while the approved courses will be posted electronically, without the signature page, which mirrors the public view of all current courses that do not have internal approval forms or supplemental documents attached.</p> <p>For consistency, a list of two-letter abbreviations for Methods is included for use in Table 1: DL Course Component and Deliver</p>	Information only.

	<p>Methods.</p> <p>Meghan will take care of updating all factual information on "Resources for DL Faculty and Students." Mary will incorporate suggestions and prepare a draft for committee approval at the next DLC meeting on September 10<sup>th</sup>.</p>	
<b>Meta/Merge Update</b>	<p>The meta/merge update is called a "meta link." Summer faculty were invited to test their courses using the meta link: a "parent" course shell is selected and the "child" enrollment gets pushed into the parent course. All students from both courses would then be enrolled in the "parent" course and could fully participate in course activities of the "parent." Normally, the "child" course will contain no content and students in the "child" course would be informed to use the "parent" course solely. Fall 2013 semester will be used to conduct the pilot. Results will be reviewed and wider implementation for future terms may be considered.</p> <p>The following faculty and/or departments have volunteered to pilot the "meta link":  Vic Zamora and the CIS department  Mike Dowdle of the Psychology department  Hilary Lackey of the Earth Science department</p> <p>DLC is also looking at Mahara, which is a free plug-in for portfolios and collaboration/conference tool (Blackboard Eluminate).</p>	Information only.
<b>Summer Events Feedback: OTC Conference and Bootcamp</b>		Information only.
<b>Announcements</b>	<p>DL Plan was approved by AS.</p> <p>MR1 and MR2 scheduled for New Faculty Seminar. More sessions will begin this fall semester.</p>	Information only.
<b>Standing Items:</b>		
<b>EDC/C&amp;I</b>	No report.	
<b>ITAC Report</b>	No report.	
<b>FPDC Report</b>	No report.	
<b>Next Meeting Dates</b>	September 10, September 24, October 8	
<b>DLC Meetings – 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays at 1:05 – 2:35 P in LTC-261</b>		
<b>DLC website: <a href="http://www.mtsac.edu/instruction/learning/dlc/">http://www.mtsac.edu/instruction/learning/dlc/</a></b>		
<b>DLC listserv: <a href="mailto:dlc@mtsac.edu">dlc@mtsac.edu</a></b>		
<b>DLC group on Group Studio</b>		

cc: Curriculum & Instruction