



# DISTANCE LEARNING COMMITTEE

## MINUTES FOR SEPTEMBER 10, 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		Mgr. Rep - Vacant	X	Sandra Weatherilt
	Carol Webster	X	Jill Wilkerson	X	Jose Collazo, 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: August 27, 2013</b>	Prior to the review of minutes, the committee welcomed the new student representative, Jose Collazo.	<b>Approved</b> , as edited.
<b>Draft of DLC Recommendation – Procedure for Re-evaluating DL Modifications</b>	A draft recommendation was reviewed and suggestions were provided. One specific suggestion, under “Rationale/Background” of the Recommendation, is information of technology used for DL classes may need to be updated for currency and compliance; therefore, it is recommended that we keep the terms and descriptions general. For example, the term “learning management system” should be used, rather than Moodlerooms or a specific LMS.  Another review will be tabled for the next meeting on September 24 <sup>th</sup> .	Information only.
<b>Draft of Revised DL Form</b>	A draft revision of the DL Amendment Form was reviewed and suggestions were made. An updated draft will be reviewed at the next meeting on September 24 <sup>th</sup> .	Information only.
<b>Non-trained Faculty with MR courses</b>	Table for future meeting.	Information only.
<b>Web Options for Faculty</b>	Tabled for the next meeting.	Information only.
<b>Support for Mock Review of Accreditation</b>	Mary described her experience and knowledge about what the accrediting commission will expect from distance learning. Committee members were asked for feedback on the idea of having an informal mock review by peers from institutions that recently had accreditation visits or had served on a visiting team. Some parameters will need to be set, as it is not possible to have a non-editing role in Moodlerooms. Meghan shared that the	Information only.

	visit would be comprehensive based on the ACCJC Distance Education Evaluation Guide. Faculty would be invited to volunteer their DL courses for this informal review; it would not be part of the regular DL faculty evaluation process. All members supported the idea. Mary and Meghan will write up the details for the mock visit for DLC review.	
<b>Summer Events Feedback: OTC Conference bootcamp</b>	Tabled for future meeting.	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 24, October 8, October 22	
<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