



DISTANCE LEARNING COMMITTEE

MINUTES FOR SEPTEMBER 24, 2013

Members Attending:

<input type="checkbox"/>	Shanti Atashpoush	<input checked="" type="checkbox"/>	Meghan Chen, co-chair	<input checked="" type="checkbox"/>	Will Daland	<input checked="" type="checkbox"/>	Mike Dowdle	<input checked="" type="checkbox"/>	Edwin Estes
<input type="checkbox"/>	Jean Garrett	<input checked="" type="checkbox"/>	Mary Johnson, co-chair	<input checked="" type="checkbox"/>	Paul Kittle	<input checked="" type="checkbox"/>	Jeanne Marie Velickovic	<input checked="" type="checkbox"/>	Sandra Weatherilt
<input checked="" type="checkbox"/>	Carol Webster	<input checked="" type="checkbox"/>	Jill Wilkerson	<input checked="" type="checkbox"/>	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: 9/10/13 meeting	Prior to the meeting, the committee welcomed visitor Pearl Ly, Interim Dean of the library at PCC and the newly appointed Manager Rep. Jeanne Marie Velickovic, Associate Dean of Humanities & Social Sciences.	Approved, as edited
Draft recommendation on conducting DL review (15 min) – Mary and Meghan	Edits made for clarity.	Edits will be made, and it will be sent forward to C&I
Draft of Revised DL Form (15 min) - Mary	An updated draft version was reviewed, and suggestions were made.	Edits will be made, and it will be sent forward for C&I
Membership / Function review and approval (10 min) – Mary	Tabled for a future meeting	
Web Options for Faculty (15 min) - Carol	Carol reviewed the one page handout "Web Options for Faculty: A Quick Reference". This document briefly highlights the options faculty have for their web content. The committee discussed various means of disseminating the document.	Mary will send the handout in an email to the New Faculty Seminar group as well as to the All Faculty listserv. Carol will request a channel in the Portal under Elearning Tools to include a link to the Web Options Quick Reference handout.
Support a Mock Review for Accreditation? (20 min) – Mary & Meghan	Mary and Meghan shared the invitation to faculty and administrators to participate in a mock review of our online courses weeks 4-8 in spring of 2014 as a preparation for the next ACCJC accreditation. Recommended edits were made to the letter. Suggestions were made to offer participants a one page	

	document as a guide of regulations, provide AP 4105 and provide a link to the ACCJC Guide to Evaluating Distance Education and Correspondence Education – June 2013.	
California Community College Online Education Initiative	Meghan shared that the college is going after the 16.9 million dollar grant to provide leadership in establishing a process to improve access to Community College DL courses state wide through the California Virtual Campus system. Meghan discussed the purpose for Mt. SAC's participation in this grant.	
Standing Items:		
EDC/C&I		
ITAC Report		
FPDC Report		
Next Meeting Dates	Oct 8, Oct 22, Nov 12, Nov 26, Dec 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