

**PURPOSE:** The purpose of the Distance Learning Committee is to discuss, review, and evaluate distance learning modes of instruction, and recommend and promote best practices and new opportunities for distance learning and teaching.

**FUNCTION:** The Committee's functions are to

- Evaluate and recommend approval of Distance Learning Course Amendment Forms
- Recommend policy changes pertaining to distance learning
- Evaluate and promote a variety of effective practices and standards for distance learning
- Provide a forum for sharing and collaboration among distance learning faculty by sponsoring informational meetings, discussions, and workshops pertaining to distance learning
- **Facilitate the implementation and update to the Distance Learning Master Plan**
- **Coordinate with the Faculty Professional Development Committee with regards to Distance Learning (request by Pres. Scroggins)**

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### Agenda – February 25, 2014

ITEM	DISCUSSION / COMMENTS
<b>Approval of DLC minutes: 12/10/13 meeting (5 min) - Mary</b>	
<b>Winter eLearning workshops - review</b>	
<b>DLC Goals for the coming year (10 min) – Mary &amp; Meghan</b>	
<b>Substantive Change Proposal – Process Chart and Plan (5 min) – Mary</b>	Mary will have ready for next meeting
<b>Recommendation for Online add/drop procedure for full online courses and Best Practices Guide - revised (5 min) – Mary, Meghan, and Sandra</b>	Will be submitted for C & I - March 11 meeting
<b>Student Surveys on DL Web Pages (15 min) Mary et all</b>	
<b>Student Opinions on DL webpage revisions (10 min) - Jose</b>	
<b>Finishing student incompletes – Should we change the process? (20 min) – Mary et all</b>	
<b>State Authorization update and discussion of Mt. SAC's policy (20 min) - Meghan</b>	
<b>Standing Items:</b>	
<b>Curriculum: EDC /C&amp;I</b>	
<b>ITAC Report (Paul)</b>	
<b>FPDC Report (Mike)</b>	
<b>Other :</b>	

**Next meeting Mar 11, 2014**

**Meeting dates Spring 2014 semester – Feb 25, Mar 11, Mar 25, Apr 8, Apr 22, May 13, May 27, Jun 10**

**DLC Meetings - 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays at 1:05 – 2:35 PM in LTC – 261**

DLC website: <http://www.mtsac.edu/instruction/learning/distlearn/>

DLC listserv: [dlc@mtsac.edu](mailto:dlc@mtsac.edu)

DLC group on Group Studio