



DISTANCE LEARNING COMMITTEE

2013-14

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)**

Agenda – March 25, 2014

ITEM	DISCUSSION / COMMENTS
Welcome Heather Kokorowski replacing Jean Garrett for spring 2014	
Approval of DLC minutes: 3/11/14 meeting (5 min) - Mary	
Substantive Change Proposal – Process Chart and Plan (5 min) – Mary	Will be submitted for C & I today
Recommendation for online add/drop procedure for full online courses and Best Practices Guide - revised (5 min) – Mary, Meghan, and Sandra	Discussion at C & I
Recommendation for online add/drop procedure for hybrid courses and Best Practices Guide (20 min) – Mary, Meghan, and Sandra	
Mock Review in session. (20 min) – Mary and Meghan and Sandra	
State Authorization update and discussion of Mt. SAC's policy (20 min) - Meghan	
Standing Items:	
Curriculum: EDC /C&I	
ITAC Report (Paul)	
FPDC Report (Mike)	
Other :	

Next meeting Apr 8, 2014

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

DLC Meetings - 2nd and 4th Tuesdays at 1:05 – 2:35 PM in LTC – 261

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

DLC listserv: dlc@mtsac.edu

DLC group on Group Studio