

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 development of an ongoing Distance Learning Plan**
- **Coordinate with the Faculty Professional Development Committee with regards to Distance Learning (request by Pres. Scroggins)**

Agenda – November 26, 2013

ITEM	DISCUSSION / COMMENTS
Approval of DLC minutes: 11/12/13 meeting (5 min) - Mary	
Announcement: our winter eLearning workshops changed to 2nd week of February.	
Changes to DLC Purpose and Function (and membership?) (10 min) – Mary & Meghan	
DLC Goals for the coming year – See the DL Plan timeline (15 min) – Mary & Meghan	
Support a Mock Review for Accreditation? (15 min) – Mary & Meghan	Attended Bus Div meeting on 11/21
Substantive Change Proposal – Process Chart and Discussion (20 min) – Mary	This is on the agenda for C & I today. It was tabled for lack of time last C & I meeting
Recommendation for Online add/drop procedure for full online courses and Best Practices Guide - revised (20 min) – Mary, Meghan, and Sandra	
Draft recommendation on conducting DL review (10 min) - Mary	Additional thoughts have surfaced!
Student Opinions on DL (10 min) - Jose	
Standing Items:	
Curriculum: EDC /C&I	
ITAC Report (Paul)	
FPDC Report (Mike)	
Other : Question: for a hybrid class that meets weekly, is it required that the final exam be on campus? (10 min) - Sandra	

Next meeting Nov. 26, 2013

Meeting dates Fall 2013 semester – Aug 27, Sep 10, Sep 24, Oct 8, Oct 22, Nov 12, Nov 26, Dec 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