



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 – December 10, 2013

ITEM	DISCUSSION / COMMENTS
Approval of DLC minutes: 11/26/13 meeting (5 min) - Mary	
Announcement: our winter eLearning workshops changed to 2nd week of February.	Watch for a "Save the Date" email
DLC Goals for the coming year (15 min) – Mary & Meghan	
Substantive Change Proposal – Process Chart and Plan (20 min) – Mary	
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 Amendment review (10 min) - Mary	When a course is inactivated, the course should be removed from the DLC Amendment Forms' web page.
Student Opinions on DL webpage revisions (10 min) - Jose	
Standing Items:	
Curriculum: EDC /C&I - 2-word change to BIOL15 & 15H	
ITAC Report (Paul)	
FPDC Report (Mike)	
Other :	

Next meeting Feb 25, 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