

DISTANCE LEARNING COMMITTEE MINUTES FOR SEPTEMBER 23, 2014



Members Attending:

	Ron Bean	X	Meghan Chen, co-chair	X	Will Daland	X	Michael Dowdle	X	Edwin Estes
X	Richard Patterson	X	Mary Johnson, co-chair	X	Paul Kittle	X	Jeanne-Marie Velickovic	X	Sandra Weatherilt
X	Carol Webster	X	Jill Wilkerson	X	Student Rep Arianna Rivera				

RECOMMENDATIONS

Recommendation	Rationale/Background

COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments

MINUTES

Item	Discussion/Comments	Outcome
Approval of DLC Minutes: September 9, 2014 meeting		Approved with edits.

DL Webpage update	<p>Hugo demonstrated the development of the Student DL web pages and future plans for the site. He plans to include student survey questions throughout the site to determine ease of navigation and locating information. Jill asked if links could be accessed through key strokes. Meghan offered that the High Tech Training Unit Website is a great resource to learn about accessibility in website design. It will provide information on key stroke navigation.</p> <p>Meghan suggested setting up student focus groups to respond to usability of the DL website. Arianna agreed to help facilitate, and DLC members were asked to participate as observers and facilitators.</p> <p>It was also brought up that we can invite faculty to provide input on content and design of faculty DL pages in a faculty focus group as well.</p>	<p>Tentative dates: Faculty focus group - Tuesday, Oct. 28, 11:30 a.m. - 1:00 p.m. Student usability - October 7 or 8, 11:30 a.m. – 1:00 p.m.</p>
Gap Analysis of ACCJC Standards and Mt. SAC Compliance	The revised Gap Analysis worksheet was shared with the committee for review.	Minor edits were made. The final document will be sent to the Accreditation team.
Online Education Initiative (OEI) Grant – Updated Information	<p>Meghan, Mary, Sandra, Robert Hughes and Bailey Smith participated in a conference call on specifics related to our participation in the tutoring staging Pilot of OEI. At the last C&I meeting Meghan attended along with Mary to give the council an overview of the OEI Pilot and next steps needed. Our participation in the Pilot will be dependent on Academic Senate approval. The AS Exec. Board discussed this at their meeting on Thursday, September 11, and they will inform the AS of their support for Mt. SAC's participation.</p> <p>Mary will be in attendance at the next AS meeting to answer questions.</p> <p>An informational document entitled, Initial Pilot Colleges: A Brief Summary was shared to help clarify the next steps in the pilot.</p>	
DL Course Amendment Forms – AHIS 4 and AHIS 5	Tabled for the next meeting.	
OEI - Evaluator	Mary announced that she has been selected to be a course evaluator for the Online Education Initiative project.	
Student Report	Today's Student Senate meeting will begin with senator interviews. Discussion will take place on the fee increase for the Foothill Fast Pass.	Informational
Standing Items:		
EDC/C&I		
ITAC Report	Finished with GAP evaluation. They are now working on Technology Master Plan (TMP) and new imaging system. The XP to Windows 7 conversion is underway.	

FPDC Report	GAP analysis for the FPDC - Mike shared DLC on a grant which will provide money for FIGs. There are plans to hire someone as FIG manager.	
Next Meeting Dates	Oct 14, Oct 28, Nov 25, Dec 9 (Nov 11 is a holiday - so no DLC meeting)	
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