



# DISTANCE LEARNING COMMITTEE

## 2014-15

**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 10, 2015

ITEM	DISCUSSION / COMMENTS
<b>Approval of DLC minutes:</b> 2/24/15 meeting Correct minutes of 12/9/2014 meeting (5 min) - Mary	
<b>New student representative - Cassandra Marcelo</b>	
<b>Standing Items:</b>	
<b>Curriculum: EDC /C&amp;I (Mary)</b> BUSL18	
<b>ITAC Report (Paul)</b>	
<b>FPDC Report (Mike)</b>	
<b>Student Report (Arianna)</b>	
<b>DLC Purpose, Function, and Membership changes?</b> (10 min) – Mary	
<b>DLC Goals</b> (30 min) – Mary	
<b>Training available for Peer Online Course Reviewer (POCR)</b> (10 min) - Mary	
<b>Proctored exams for full online courses during finals – Ideas/Recommendations by DLC</b> (30 min) – Meghan, Mary, all	
<b>Moodlerooms Usage – Potential Plan</b> (10 min) – Mary, Paul, and all	
<b>Other : Upcoming topics: DL Faculty Inquiry Group (FIG), DL Plan, AP 4105 updates</b>	

**Next meeting: March 24, 2015**

**Spring 2015 semester dates –Feb. 24, Mar. 10, Mar. 24, Apr. 14, Apr. 28, May 12, May 26, Jun. 9**

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