



DISTANCE LEARNING COMMITTEE

2016-17

x	Ron Bean	x	Meghan Chen, co-chair	x	Stacie Nakamatsu	x	Michael Dowdle	x	Edwin Estes
x	Richard Patterson	x	Sandra Weatherilt, co-chair		Paul Kittle	x	Jeanne-Marie Velickovic	x	Carol Impara
x	Michelle Newhart	x	Jill Wilkerson		Student Rep: vacant		Guest: Dave Dieckmeyer (IT)		

MINUTES – September 13, 2016

ITEM	DISCUSSION / COMMENTS
Introductions – Welcome Carol Impara and Stacie Nakamatsu	Carol and Stacie welcomed to the committee.
Approval of DLC minutes: 5/24/16 meeting	Minutes for 5/24/16 approved.
Reports:	
Curriculum: EDC /C&I (Sandra)	No report - 1 st meeting is 9/13
ITAC Report (Rich)	Chris Rodriguez discussed the IT plan for AV Standards (15 year plan). The goal is to standardize all classroom computer podiums.
FPDC Report (Sandra)	No report – 1st meeting is this Thursday 9/15 Need a DLC representative to serve on FPDC. FPDC meetings are 2nd & 4th Thursday of month at 2:30 – 4:15 p.m. in POD 6-140 Mike and Michelle volunteered to share the designee position. Sandra will check to see if this is allowed.
Student Report (vacant)	No report
Discussion:	
1. Proctorio Demo (Michelle -15 min) Vericite Demo (Hugo - 15 min)	Demo made by Hugo and Michelle. Requesting participation by faculty in using these free online tools. DLC faculty, please consider using these tools in your online courses this semester.

<p>2. Accreditation: Are we ready? (Sandra-30 minutes)</p> <ul style="list-style-type: none"> • Flex Day presentation - Is your DL Course Ready for Accreditation? • OLSC Pre-Flight Program completed • The Summary of Tentative Agreements for 2016-17 includes an item involving the DLC. <p>TA#21 (18 August) – <i>Clarifies the need for distance learning classes to provide regular and effective contact. Authorizes the Distance Learning Committee to conduct a pilot review of a randomly selected sample (drawn by lot in the presence of District and FA representatives) of twenty-five distance learning sections so as to check for regular and effective contact. The committee will only check for regular and effective contact with students. However, if such contact is determined not to be adequate, a special evaluation may be called by the immediate manager.</i></p>	<p>Carol and Sandra presented on 8/26. Approximately 20 faculty attended.</p> <p>Thirty seven (37) faculty participated in the OLSC Pre-Flight Check. A program where faculty volunteered their online courses to be reviewed using The Pre-Flight Checklist; a rubric covering 4 major areas course design, regular interaction & collaboration, learning engagement & assessment and learner support. Each faculty member received feedback along with the rubric results.</p> <p>The Pre-Flight Checklist is now available to all faculty as a Pre-Flight Checklist – Self-Check (handout) http://mtsac.edu/olsc/preflight-check.html</p> <p>TA#21 – DLC will discuss procedure for implementing the pilot review if contract ratified.</p>
<p>3. Canvas LMS Training (Michelle – 15 minutes)</p> <ul style="list-style-type: none"> • Schedule and transition plan • Training 	<p>Tabled - No discussion due to time.</p> <p><u>Information</u></p> <p>This semester we have a beta group of 14 faculty using canvas including the OEI Pilot faculty.</p> <p>Winter 2017 – Faculty will have option to choose Canvas or Moodlerooms</p> <p>Spring 2017 – Faculty will have option to choose Canvas or Moodlerooms. Last semester to use Moodlerooms.</p> <p>Summer 2017 – Canvas is here! No more Moodlerooms.</p> <p>Training will be offered this semester.</p>
<p>4. DLC Purpose and Function</p>	<p>Tabled</p>
<p>5. OEI Update – next steps (Meghan – 5 minutes)</p>	<p>Tabled</p>

Next meeting: September 27, 2016

Fall 2016 semester dates – Sept 13, Sept 27, Oct 11, Oct 25, Nov 8, Nov 22, Dec 13

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