



# DISTANCE LEARNING COMMITTEE

## 2016-17

**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 campus committees and other constituencies with regards to distance learning

### Agenda – September 13, 2016

ITEM	DISCUSSION / COMMENTS
<b>Introductions</b> – Welcome Carol Impara and Stacie Nakamatsu	
<b>Approval of DLC minutes:</b> 5/24/16 meeting	
<b>Reports:</b>	
<b>Curriculum:</b> EDC /C&I (Sandra)	No report - 1 <sup>st</sup> meeting is 9/13
<b>ITAC Report</b> (Rich)	
<b>FPDC Report</b> (Sandra)	No report – 1st meeting is this Thursday 9/15 <b>Need a DLC representative to serve on FPDC.</b> FPDC meetings are 2nd & 4th Thursday of month at 2:30 – 4:15 p.m. in POD 6-140 September 15 September 29 October 13 October 27 November 10 December 8
<b>Student Report</b> (vacant)	

<b>Discussion:</b>	
<p>1. <b>Proctorio Demo</b> (Michelle -15 min) <b>Vericite Demo</b> (Hugo - 15 min)</p>	<p>Requesting participation by faculty in using these free online tools. DLC faculty, please consider using these tools in your online courses this semester.</p>
<p>2. <b>Accreditation: Are we ready?</b> (Sandra-30 minutes)</p> <ul style="list-style-type: none"> <li>• <b>Flex Day presentation - Is your DL Course Ready for Accreditation?</b></li> <li>• <b>OLSC Pre-Flight Program completed</b></li> <li>• The Summary of Tentative Agreements for 2016-17 includes an item involving the DLC.</li> </ul> <p><b>TA#21</b> (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 eight (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 &amp; collaboration, learning engagement &amp; 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 <b>Pre-Flight Checklist – Self-Check</b> (handout) <a href="http://mtsac.edu/olsc/preflight-check.html">http://mtsac.edu/olsc/preflight-check.html</a></p>
<p>3. <b>Canvas LMS Training</b> (Michelle – 15 minutes)</p> <ul style="list-style-type: none"> <li>• Schedule and transition plan</li> <li>• Training</li> </ul>	<p>This semester we have a beta group of 14 faculty using canvas including the OEI Pilot faculty.</p> <p><b>Winter 2017</b> – Faculty will have option to choose Canvas or Moodlerooms</p> <p><b>Spring 2017</b> – Faculty will have option to choose Canvas or Moodlerooms. Last semester to use Moodlerooms.</p> <p><b>Summer 2017</b> – Canvas is here! No more Moodlerooms.</p> <p>Training will be offered beginning this semester.</p>
<p>4. <b>DLC Purpose and Function</b></p>	
<p>5. <b>OEI Update – next steps</b> (Meghan – 5 minutes)</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 - 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