Mt. San Antonio College
Year-End Report to Academic Senate Spring 2018

Contact & Resources Information

Program: Distance Learning

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Committee: Distance Learning Committee (DLC)

Members: Meghan Chen and Sandra Weatherilt, co-chairs, Members: Carol Impara, Ron Bean, Stacie Nakamatsu, Michael Dowdle, Edwin Estes, Hong Guo, Richard Patterson, Jeanne-Marie Velickovic, Mathew Dawood, Michelle Newhart and VACANT (student representative)

URLs:

Distance Learning Committee Home Page	http://www.mtsac.edu/dlc/
Distance Learning Program Home Page	http://www.mtsac.edu/distancelearning/
AP 4105 on Distance Learning	http://www.mtsac.edu/governance/trustees/apbp/AP4105.pdf revised September 2016
Distance Learning Program Faculty Resources Page	http://www.mtsac.edu/distancelearning/faculty.html
Distance Learning Program Student Resources Page	http://www.mtsac.edu/distancelearning/student-home.html
Faculty Center for Learning Technology Home Page *Formerly Online Learning Support Center (OLSC)	http://www.mtsac.edu/fclt/
Classroom Visitation Evaluations of Distance Learning Faculty	http://www.mtsac.edu/hr/faculty/forms/index.html Form: H.4.C
Student Evaluations of Distance Learning Faculty	http://www.mtsac.edu/hr/faculty/forms/H.2.e_17_19.pdf Form: H.2.e
Skills & Pedagogy for Online Teaching (SPOT)	http://www.mtsac.edu/distancelearning/spot.html/
Canvas	https://mtsac.instructure.com/

Distance Learning Committee Purpose and Function

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

Program Mission

The mission of the Distance Learning Program is to foster and promote innovation, excellence, and best practices for online instruction, to provide Mt. SAC faculty with assistance, leadership, expertise, and training in new online teaching and learning technologies, including use in the traditional classroom.

Distance Learning Committee Goals 2017 – 2018

Committee Goal	Link to College Goal #	Completed Outcomes/Accomplishments
Goal #1: Maintain Distance Learning Committee website	14	DLC website updated with Committee minutes, approved DL Amendment Forms for new and 4-year review courses and SPOT certified faculty. In addition to the above, the DLC website added a newly enhanced feature to the Faculty Resources tab which contains the DL Amendment Form/Template and a SmartSheet submission form. This new process has significantly streamlined the submissions of DL Amendment Forms which have grown tremendously over the past year. Minutes for future DLC meetings will reflect accreditation themes IIA. Instructional Programs and IIIC. Technology Resources to assist Accreditation Steering Committee in gathering evidence for accreditation.
Goal #2: Update the DL Plan	1, 3,	Approved at 3/27/18 DLC meeting. Accepted by C&I on 4/24/18.
Goal #3: Review/revise/approve Distance Learning Amendment forms.	1, 8, 14	Ongoing: As of 5/1/18, **44** DL Amendment Form submissions were processed by the DLC for Fall 2017 – Spring 2018 *29 of these courses were for 4-year review and 15 were new DL offerings Reference previous years: **2016-2017** – DLC approved 22 courses (4 courses in Fall 2016 and 18 in Spring 2017, with 18 of the total years's courses being NEW courses.) **2015-2016** – 9 Enrollment in DL courses grew by 34% from spring 2017 compared to spring 2018

Goal #4: Participate/provide updates to campus on the Online Education Initiative (OEI) pilot in which Mt. SAC is currently participating.	1, 4, 6, 7, 8, 13, 14	Spring 2018 was the launch of the Online Course Exchange. **Summary:** 14 students attempted to enroll through the Course Exchange software. Of those, 10 got through the process. Of the 10 students, 9 are taking classes at Lake Tahoe Community College (LTCC), 1 at Mt. SAC (GEOG 1). Of the 14 total, 2 dropped after enrolling and paying for their classes. Participation in the Course Exchange moved students forward in achieving their educational goals. Some examples: - 4 needed the class(es) offered at LTCC in order to graduate or transfer at the end of this semester. These are courses that Mt. SAC does not offer fully online: POLS 100 and MATH 110. - 2 students maxed out on their repeats for ENGL 1A at Mt. SAC. Being able to repeat it at LTCC means they don't have to travel to another college.
Goal #5: Work with Instruction Office and Educational Design Committee (EDC) on the integration of the DL Amendment Forms into the WebCMS Curriculum system including tracking for substantive change triggers.	6, 12, 14	Several meetings were conducted regarding the WebCMS 10.0 curriculum system and DL Amendment Form integration. By June 2018 the DL Amendment Form will be integrated into WebCMS.
Goal #6: Collect disaggregated Success & Retention data (S & R) to make recommendations for improving success and supporting diverse online learners.	1, 3, 9, 14	Distance Learning Report completed and presented to the Board of Trustees October 11, 2017 by Dean, Dr. Meghan Chen. Distance Learning Report to BOT Oct 2017 In Fall 2017, a survey on Student Awareness of DL and Online Student Support Services was conducted. DL Student Awareness Survey and Online Student Support Services Oct 2017 **Summary:** • A total of 232 students filled out the survey. These are highlights of the responses: • A majority of the student had taken at least one online class.

		• Eighty-one percent (81%) of the respondents rated online classes they have taken as "good" or "excellent." • The most commonly stated reasons for choosing online classes were flexibility, convenience, and preference for learning independently. • If respondents had not taken an online or hybrid class, the common reasons were preference for in-person classes (29%), never thought of trying one (20%), didn't know Mt. SAC offers online classes (21%), and didn't know how to find online classes (13%). • Thirty-eight percent (38%) were interested in completing a certificate entirely online; 34% were not due to preferring on-campus classes, in-person interactions with professors and peers, and hands-on learning. The remaining respondents wanted more information. • Forty percent (40%) were interested in completing an associate's degree entirely online; 43% were not preferring on-campus classes, in-person interactions with professors and peers, and hands-on learning. The remaining respondents wanted more information. • Asked if students were aware of online services, about 28% knew about NetTutor 24/7 online tutoring followed by 15% who knew about local online tutoring in Tutorial Services and the writing center. Fewer respondents were aware of 24/7 chat reference with a librarian, online library research tutorials, and online counseling by email. About one-third of respondents didn't know about any of the online services. • Asked if students used any of the aforementioned Mt. SAC online services, 40% said "yes" while 60% said "no."
Goal #7: Review/recommend/approve faculty training for distance learning	8, 10, 12, 14	133 faculty enrolled and began the process to become SPOT certified. 29 faculty were certified for SPOT *As of June 1 2017 – April 26 Reference previous years: 2016 – 2017 = 20 2015 – 2016 = 10

		Additionally SPOT Canvas 2018 was revised in Winter 2018 and Spring 2018 launched with improvements to accessibility and course design.
Goal #8: Review and make recommendations to update policies and procedures as they pertain to Distance Learning.	1,14	The DLC spent time revising AP4105, proposing language for the use of College-accepted LMS to deliver online courses for reasons related to authentication and updating the "Review Process for Program Approval" with language pertaining to ACCJC substantive change process request. The final revisions will likely be put forward in Fall 2018.
Goal #9: Make recommendations to contract language related to Distance Learning.	1, 14	At the end of Spring 2017 recommendations were made to the Form H.4.C - Classroom Visitation Evaluation of Distance Learning Faculty. No changes were made at that time. DL topics have not been announced for discussion yet in negotiations.
Goal #10 – Provide leadership and input on educational trends pertaining to distance learning (DL) such as captioning and Open Educational Resources (OER)	1, 9, 14	**Spring Flex Day workshops were offered:** 1. *Finding and Using Open Educational Resources to Increase Student Success* **-** A research guide was created for faculty, **Open Educational Resources** (OER), including sample OER in a variety of disciplines. 2. *Inclusive Design for Equity* which included a segment on "making media inclusive" with DIY captioning tools. *The above workshop, Inclusive Design was cancelled due to low enrollment but two DLC members contributed to the preparation of this workshop which will be offered again at an upcoming Flex Day. Three members of the DLC are serving on the Senate-Appointed Textbook Affordability Task Force. Mt. SAC submitted an application for the OpenStax OER Institutional Partnership Program. • DLC heard about and had a discussion on the partnership program on 4/10/18. • Some DLC members attended an OER webinar on the program and consulted. • Requested advice from the Academic Senate President regarding the next step.

		- DLC member/Librarian, Hong Guo reached out to OpenStax institutional partners in California (Saddleback, Pasadena, Grossmont, De Anza Foothill, College of the Canyons, and a couple of other colleges who applied but didn't get selected), to find out more information, and wrote a report on the pros/cons of the partnership program as requested by Senate President - Senate President and VPI took proposal to AMAC and received AMAC's approval to proceed with the application. - Pending results of application in late May, 2018. Mt. SAC was referenced in the article [Ensuring an Effective Online Program: A Faculty Perspective](#) Appendix #2 – Distance Education Course Evaluation Forms/Addenda