



# Distance Learning Committee

## 2017-18

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	X	Hong Guo	X	Jeanne-Marie Velickovic	X	Carol Impara
X	Michelle Newhart	X	Matthew Dawood		Student Rep: Josh Aligam				

### MINUTES – December 12, 2017

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: 11/28/17 meeting	Minutes approved
<b>Reports:</b>	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Sandra)	
Information Technology Advisory Committee (ITAC) Report (Rich)	Office 365 coming 1/29 and will be pushed out to desktops in January. Banner 9 planned launch May 2018
Faculty Professional Development Committee (FPDC) Report (Hong)	Hong will be presenting an OER presentation at Flex Day.
Faculty Center for Learning Technology (FCLT) Report (Michelle)	Pre-Semester Canvas Intensive, 2 tracks; hybrid/online class prep and F2F class prep will be offered on Wednesday 2/21 by FCLT. Michelle is part of a Campus Captioning Support Group to discuss resources and processes for faculty and staff needing captioning support. First meeting scheduled in Spring 2018. Michelle will keep us posted.
Student Report (Josh Aligam)	
<b>DL Amendments Forms</b>	
The following courses were sent out to DLC members for review via Google Docs on 12/4: BUSR10 BUSR62 ANAT10A ** *4-year review **New DL offering	Courses approved.
<b>Summary - DL Amendment Review Fall Semester</b>	This semester DLC has reviewed 50 courses. Thirty (30) courses were 4-year review courses as part of EDC's requirement to keep regular courses and DL versions aligned and 20 courses were "new" DL offerings.
<b>Summary - SPOT Certification Fall Semester (including summer 2017)</b>	2017-2018: 22 certifications so far, with 5 in process (awaiting faculty revisions). There have been 105

	<p>SPOT courses created since SPOT was revamped to the new Learning Management System Canvas in March 2017. Faculty currently enrolled in SPOT were notified of the pending closure and given a deadline for SPOT submissions to be reviewed Fall 2017.</p> <p>SPOT will be further revised in the Winter 2018 Intersessions and temporarily closed for new submissions while this takes place.</p>
DL Student Survey results DL Plan	Continue discussion on DL Student Survey – Need committee input for DL Plan. This will be an important agenda item for DLC in Spring 2018
OEI Update	Course Exchange planned launch is Spring 2018.
OEI Tools, NetTutor, Vericite, Proctorio and Library Resources	Resources provided as part of the Course Exchange.
<b>Announcements:</b>	
Spring 2018 DLC meetings: 2/27/18 3/13/18 3/27/18 4/10/18 4/24/18 5/8/18 5/22/18 6/12/18	Mark your calendars.

Fall 2017 semester dates – Sep 12, Sep 26, Oct 10, Oct 24, Nov 14, Nov 28, **Dec 12** (Finals Week) **7 meetings**

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)