



Distance Learning Committee

2017-18

X	Ron Bean	X	Meghan Chen, co-chair		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: vacant				

MINUTES – September 12, 2017

AGENDA ITEM	DISCUSSION/COMMENTS
WELCOME BACK! Introductions and welcome to Matt Dawood, our new rep from the Accessibility Resource Center for Students (formerly DSPS)	New year, new room 226A. Future meetings will be held in this location. Matt spoke about the renaming of DSPS to Accessibility Resource Center for Students (ARCS). Rollout beginning in October. The Committee asked Matt to request a syllabus statement which we can share with faculty for SPOT
Approval of DLC minutes: 6/13/17 meeting	Minutes approved
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Sandra)	1 st meeting 9/12
Information Technology Advisory Committee (ITAC) Report (Rich)	<ol style="list-style-type: none"> 1. Annual Review approved 2. Office 365 new email roll out January 2018 3. New version of Banner is on the way. 4. Student support System for Counseling is under consideration. Future ITAC meetings: October 2, November 6 and December 4
Faculty Professional Development Committee (FPDC) Report (Hong)	Hong will be the new DL designee at FPDC effective Fall 2017.
Faculty Center for Learning Technology Report (FCLT)	Canvas Intensive Sessions on 8/17 and Flex Days sessions were well attended. Two Canvas themed sessions were offered on Flex Day 8/25 presented by Michelle Newhart, Hugo Aguilera and Hong Guo <ul style="list-style-type: none"> • Six Clever Ways to Get Things Done in Canvas • Using the Library as Your Secret Course Design Partner in Canvas One DL session presented by Sandra Weatherilt and Carol Impara at Flex Day <ul style="list-style-type: none"> • Encouraging Student-to-Student Interaction In Your DL Course: Discussion Forums, Collaborations and Beyond!
Student Report (vacant)	

DL Amendments Forms	
<p>The following new courses have been submitted and will be brought for Committee review at the next meeting. In an effort to streamline the process, we have created a Smartsheet for DL Submissions which will be made accessible to DLC Committee Members for review.</p>	<p>DL Amendment Forms Coming up 9/26:</p> <ul style="list-style-type: none"> • BUSR 50 – Real Estate Principles • FASH 8 – Introduction to Fashion • KIN 3 – First Aid and CPR • AGOR 35 – Ornamental Plants for Southwest Climates • AGOR 40 – Sports Turf Management <p>SmartSheet demo shown and DLC members notified that they would be receiving courses to review prior to the next meeting.</p>
Discussion:	
<p>Committee Purpose and Function Statement and Goals due October 1.</p>	<p>Membership edits and updates made. Sandra will email Irene Malmgren to request that manager Jeanne-Marie continue on the DLC. Members asked to review and bring suggestions for next meeting.</p>
<p>Student Success data for DL</p>	<p>Meghan made a presentation on DL trends and success data.</p>
<p>Upcoming new procedure for reviewing DL Amendment forms in Web CMS.</p>	<p>Meghan and Sandra met with Michelle Sampat and John Vitullo during summer to discuss the new WebCMS features which will enable us to preview and approve DL Amendment forms within the curriculum system and reduce the current paper-heavy process and signature hunting.</p>
OEI Report	
<p>OEI Implementation Team Meeting scheduled 9/20</p>	<p>Course Exchange Starting Spring 2018</p> <p>Congratulations to Pilot OEI Faculty Michael Dowdle (PSYC 1A), Paul Jefferson (ADJU 1) and Elizabeth Lobb (GEOG 2) for getting their courses through the official OEI Exchange Approval process. This means that their courses are qualified to be in the Course Exchange, which is launching in Spring 2018. The course review process was rigorous and time consuming particularly for meeting accessibility requirements. We appreciate their time and efforts as participants in the OEI Pilot process.</p> <p>Carol Impara (NF25) has also submitted a course to the OEI which is currently in the approval process.</p>
Announcements:	
<p>Skills & Pedagogy for Online Teaching</p>	<p>SPOT has seen an increase in registration and completion from Spring 2017 through Summer and there appears to be an interest in offering DL options.</p> <p>85 faculty have enrolled in Spot Canvas as of March 2017.</p>

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

DLC Meetings - 2nd and 4th Tuesdays at 1:05 – 2:35 PM in LTC – 262A

DLC website: <http://www.mtsac.edu/instruction/learning/distlearn/>

DLC listserv: dlc@mtsac.edu