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| Logo_MtSAC_Blk_Solid_big**Distance Learning Committee**  **2020-21** |

**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

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|  | Ron Bean | **X** | Meghan Chen, co-chair | **X** | Matthew Dawood | **X** | Michael Dowdle | **X** | L.E. Foisia |
| **X** | Hong Guo | **X** | Mike Hood | **X** | Carol Impara, co-chair |  | Tammy Knott-Silva | **X** | Catherine McKee |
| **X** | Stacie Nakamatsu | **X** | Michelle Newhart | **X** | Rich Patterson | **X** | Sandra Weatherilt | **X** | Student Rep: Jem BonfiglioLeonardo Rojas |

Guests:

## **MINUTES – NOVEMBER 24, 2020**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: 11/10/2020 meeting – assign themes | Approved with corrections |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | DLC minutes of 10/13/20 accepted.DLC recommendations on online proctoring and synchronous camera use accepted by C&I and sent to Academic Senate. |
| Information Technology Advisory Committee (ITAC) Report (Rich) | No meeting was held |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | No meeting yet. Catherine has contacted Sun for a meeting schedule. |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) | Held last live workshops for semester on Nov 19. Currently planning winter and fall offerings. IIIC, IIIA14 |
| Student Report  | No meeting as yet. |
| **DL Amendment Forms** |  |
| DL Faculty Workgroup Recommendations | The summer DL faculty workgroup met on November 13 and November 20. Please see workgroup recommendations (below). **The DLC accepts the faculty workgroup recommendations.**IB9, IIA, IIIC |
| **Discussion**  |  |
| CVC Master Consortium Agreement | Please see drafts (in One Drive) of consortium agreements that show updated CVC support of Canvas tools. Can DLC affirm our ongoing participation in CVC?**The DLC voted to affirm our ongoing participation in CVC.** IIA, IIC, IIIC |
| New DE Regulations | * On August 24, the Department of Education issued new DE regulations. See One Drive for summary.
* Discussion – what should be our next steps?

**ACCJC will be updating their definitions in January. The DLC will see what their guidance is to update AP 4105.**IB9, IIA |
| Equity | * Equity and Culturally Responsive Teaching (ECRT) course results
* Peralta Equity Rubric

**The DLC reviewed the results of the survey. Overall, Mt. SAC faculty were very positive about their experience in ECRT. The DLC envisions that equity training would be integrated into SPOT and not be counted as a completely separate entity. The rubric can be used as a starting point for what can** **be included. The DLC believes that online faculty are evaluated above and beyond and do not support deploying another rubric. We suggest forming a faculty group to work with POD and Title V grant to ensure consistency.**IB9, IIA, IIIA14 |
| DL Plan | * DLC updated our DL Plan in 2018. Please see our progress so far. We will review at next meeting.
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| Future Work | * Update AP 4105
* Use of Canvas AP
* Equity recommendations
* Advanced SPOT recommendations
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| **Announcements** |  |
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**Fall 2020 semester dates – 8 meetings –** as needed **(finals week)**

**DLC Meetings - 2nd and 4th Tuesdays at 1:15 – 2:45 PM online via Zoom**

DLC website: https://www.mtsac.edu/dlc/

DLC listserv: dlc@mtsac.edu

# **DLC Accreditation Themes:**

* IB9. Assuring Academic Quality and Institutional Effectiveness Academic Quality – Engages in continuous, broad based, systematic evaluation and planning
* IIA. Instructional Programs – Uses delivery modes, including DL, in support of equity
* IIB. Library and Learning Support Services – Provides library and other learning support services to support educational programs, including DL
* IIC. Student Support Services – Evaluates and demonstrates that student support services support student learning in various modes, including DL
* IIIC. Technology Resources – Provides support in the use of technology
* IIIA14. Human Resources – Provides all personnel with appropriate opportunities for continued professional development.

# **Workgroup Review Recommendations**

**November 13, 2020 Meeting**

Participants: K. Allende; S. Burgoon; D. Chavez; K. Coreas; S. Doonan; L.E. Foisia; M. Hood; C. Impara

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| --- | --- | --- |
| **Course Reviewed** | **Workgroup Action** | **DLC****Review** |
| **DL Form** |   | 11/24 |
| CISP 74 | Approved with topic corrections | 11/24 |
|  CISP 74L | Approved – check department meeting box and topic corrections | 11/24 |
|  DNCE 11A | Approved | 11/24 |
|  DNCE 18A | Approved with topic correction | 11/24 |
|  DNCE 43 | Approved |  11/24 |
|  KINF 34A | Approved – add Course Orientation | 11/24 |
|  KINF 34B | Approved (remove periods) | 11/24 |
|  KINF 36A | Approved – change course identifier – topic corrections | 11/24 |
|  KINF 36B | Approved – add Course Orientation | 11/24 |
|  KINX 18 | Approved with topic corrections weeks 15 and 16 | 11/24 |
|  KINX 70 | Approved with addition lab topic week 1, change topics weeks 10, 11, 12 and 16 | 11/24 |
|  SOC 14 | Approved with changes to week 2 and 7 topics | 11/24 |
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| **Smartsheet** |  |  |
|  AIRC 65 | Approved | 11/24 |
|  FASH 25 | Approved with edits and check accessibility checkboxes – use new form | 11/24 |
|  FASH 57 | Send back to faculty to add lab topics – send correct form | ----- |
|  HIST 44 | Approved | 11/24 |
|  NF 1 | Approved | 11/24 |
|  NF 10 | Approved with addition of hours (30)  | 11/24 |
|  NF 30 | Approved | 11/24 |
|  NF 91 | Approved with correction to week 16 | 11/24 |
|  VOC BA72 | Approved with corrections to hours | 11/24 |
|  VOC CSB11 | Approved with change to week 4 | 11/24 |
|  VOC ADJ02 | Approved with removal of midterm | 11/24 |
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# **Workgroup Review Recommendations**

**November 20, 2020 Meeting**

Participants: K. Allende; S. Burgoon; D. Chavez; K. Coreas; S. Doonan; L.E. Foisia; M. Hood; C. Impara

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| --- | --- | --- |
| **Course Reviewed** | **Workgroup Action** | **DLC****Review** |
| **DL Form** |   |  |
| AGOR 75 | Approved with addition of lab topics and amended topics | 11/24 |
| ANIM 167 | Approved | 11/24 |
| ARTB 1 | Approved | 11/24 |
| ARTB 14 | Check lecture lab topic outline and add left out topics. Contact faculty | ----- |
| ARTC 163 | Approved | 11/24 |
| ARTC 165 | Approved with addition of time on task in week 3 |  11/24 |
| ARTC 167 | Approved | 11/24 |
| ARTC 169 | Approved | 11/24 |
| ARTD 15A | Approved | 11/24 |
| ARTD 15B | Approved | 11/24 |
| ARTD 17A | Approved | 11/24 |
| ARTD 23A | Approved | 11/24 |
| ARTD 23B | Approved | 11/24 |
| ARTD 25A | Approved | 11/24 |
| ARTD 25B | Approved | 11/24 |
| ARTD 26A | Approved | 11/24 |
| ARTD 26B | Approved | 11/24 |
| ARTS 31 | Approved | 11/24  |
| ARTS 33 | Approved  | 11/24 |
| ARTS 34 | Approved | 11/24 |
| ARTS 40A | Approved (check week 6 spelling sculpture) | 11/24 |
| ARTS 40B | Approved | 11/24 |
| DN-T 29 | Approved with change – week 8 topic not in COR, add topics, replace final exam with topic, minor edits weeks 10 & 15 | 11/24 |
| DNCE 19  | Approved – remove period in week 8 | 11/24 |
| JAPN 3 | Approved with edit: remove repeated topic, add overlooked topic, edit final exam to match COR  | 11/24 |
| JAPN 4 | Approved with minor edit to week 16 topic | 11/24 |
| JAPN 5 | Approved with minor edit to week 16 topic | 11/24 |
| JAPN 62 | Approved with addition of topic in week 15 | 11/24 |
| JOUR 100 | Approved with minor edit week 10 and 16 – change department name – Commercial and Entertainment Arts | 11/24 |
| JOUR 101 | Approved – change department name | 11/24 |
| JOUR 102 | Approved – change department name | 11/24 |
| JOUR 105 | Approved – change department name | 11/24 |
| JOUR 114 | Approved – change department name, minor edits | 11/24 |
| MUS 14BH | Approved | 11/24 |
| PHOT 5 | Approved | 11/24 |
| PHOT 14 | Approved– change department name – Commercial and Entertainment Arts | 11/24 |
| PHOT 15 | Approved | 11/24 |
| PHOT 16 | Approved | 11/24 |
| PHOT 18 | Approved | 11/24 |
| PHOT 26 | Approved | 11/24 |
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