



# 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

	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	X	Tammy Knott-Silva	X	Catherine McKee
X	Stacie Nakamatsu	X	Michelle Newhart	X	Rich Patterson	X	Sandra Weatherilt		Student Rep: Jem Bonfiglio Leonardo Rojas

X

### AGENDA – SPECIAL VIRTUAL MEETING – February 2, 2021

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: 12/8/2020 meeting – assign themes	Please review the minutes (separate document) in the One Drive folder and add your approval under my comment. Add edits as needed.
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol)	No report for this special meeting
Information Technology Advisory Committee (ITAC) Report	No report for this special meeting
Faculty Learning Activities Committee (FLAC) Report (Catherine)	Three online-related sessions are being offered for FLEX day. Please vote to approve one-hour SPOT recertification credit for each course. <ol style="list-style-type: none"> <li>1. Build your class community with Pronto, warm up activities, and more (K McCully)</li> <li>2. The new and improved Zoom in Canvas (FCLT)</li> <li>3. Easy and engaging videos with Canvas Studio (FCLT)</li> </ol> <b>All three sessions were approved for SPOT recertification.</b> <b>IB9, IIA, IIIC, IIIA14</b>
Faculty Center for Learning Technology (FCLT) Report (Michelle)	No report for this special meeting
Student Report	No report for this special meeting
<b>DL Amendment Forms</b>	

DL Faculty Workgroup Recommendations	The winter DL faculty workgroup met on January 12, 19, and 26, 2021. Please review recommendations (below) and vote to accept/approve the recommendations under my comment in the OneDrive folder. Approving the workgroup recommendations is the point of this special meeting. The courses can then be moved to EDC for review and approval. <b>The DLC approved the faculty workgroup recommendations.</b> <b>IB9, IIA, IIIC</b>
<b>Discussion</b>	
<b>No discussion scheduled</b>	<ul style="list-style-type: none"> <li>This is a special meeting for DL Form review and approval. No discussions are scheduled for this meeting.</li> </ul>

**Spring 2021 semester dates – 8 meetings – as needed (finals week)**

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

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

DLC listserv: [dlc@mtsac.edu](mailto: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 January 12, 2020 Meeting

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

Course Reviewed	Workgroup Action	DLC Review
<b>Smartsheet</b>		
AD 2	Moved to next meeting	-----
AMLA 21S	Approved	2/1/21
AMLA 23	Approve with topic corrections.	2/1/21
AMLA 24	Approved	2/1/21
AMLA 31R	Approved	2/1/21

ARAB 1	Approved with corrections to lecture topics – check with Irene to match COR	2/1/21
ASTR 5H	Approved	2/1/21
CHLD 63	Approved	2/1/21
DSPS IAEP	Approved	2/1/21
FRCH 53	Approved with topic corrections	2/1/21
FRCH 54	Approved with topic addition	2/1/21
LIT 14	Topics do not match. Check COR version and contact faculty. Resubmit.	-----
LIT 40	Approved	2/1/21
LIT 46	Approved	2/1/21
LIT 47	Approved	2/1/21
MENT 56	Contact faculty – needs to be 27 hours per week – resubmit.	-----
MICR 22	Approved with topic corrections	2/1/21
MUS 20A	Approved – add the other part of the topic in week 2 and accept changes	2/1/21
MUS 20B	Approved, copy topic into week 16	2/1/21
MUS 21	Approved with additional topic to week 16	2/1/21
MUS 31	Approved with topic corrections, use column 3 as guideline for column 2	2/1/21
MUS 34	Approved	2/1/21
MUS 38	Approved with topic edits	2/1/21
MUS 44	Approved – delete topics in column 2, use topics from column 3, incorporate lab into activities	2/1/21
MUS 48	Approved – delete topics in column 2, use topics from column 3, incorporate lab into activities	2/1/21
MUS 51	Approved – delete topics in column 2, use topics from column 3, incorporate lab into activities,	2/1/21
MUSA 160	Approved with lab added to week 1	2/1/21
MUSA 220	Topics do not match. Return to faculty and resubmit	-----
VOC BO05	Moved to next meeting	-----
VOC BO26	Moved to next meeting	-----
VOC BS35	Moved to next meeting	-----
VOC BS36	Moved to next meeting	-----
VOC EL50A	Moved to next meeting	-----
WELD 30	Moved to next meeting	-----
WELD 40	Moved to next meeting	-----
WELD 50	Moved to next meeting	-----
WELD 51	Moved to next meeting	-----
WELD 70A	Moved to next meeting	-----
LIT 6A	Approved with topic correction	2/1/21
LIT 6B	Approved	2/1/21

## Workgroup Review Recommendations January 19, 2020 Meeting

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

Course Reviewed	Workgroup Action	DLC Review
<b>Smartsheet</b>		
AD 2	Approved with new topic week one and DL box checked	2/1/21
AMLA 22S	Approved with week 16 edit	2/1/21
VOC BO05	Approved	2/1/21
VOC BO26	Approved	2/1/21
VOC BS35	Approved with copy topic into week 16	2/1/21
VOC BS36	Approved with copy topic into week 16	2/1/21
VOC EL50A	Approved	2/1/21
WELD 30	Approved with addition topics lecture and lab in week 1	2/1/21
WELD 40	Approved with lab topic changes in weeks 10 and 16	2/1/21
WELD 50	Approved – check changes weeks 2, 6, 14 topic	2/1/21
WELD 51	Approved with change to week 1 topics	2/1/21
WELD 70A	Approved with changes to week topics – KC will do	2/1/21
<b>DL Form</b>		
AERO 100	Approved with DL checkbox and change to week 16 topic (done: CI 1/25/21)	2/1/21
AERO 102	Approved with DL checkbox, add title, and change to week 13 and 16 topic (done: CI 1/25/21)	2/1/21
AERO 104	Approved with addition of topics in week 1 – check audio box in Accessibility list (done: CI 1/25/21)	2/1/21
AERO 150	Approved with DL checkbox and change to week 16 topic (done: CI 1/25/21)	2/1/21
AERO 152	Approved with correction to activity time in weeks 2 and 16 (done: CI 1/25/21)	2/1/21
AERO 160	Approved with addition CO to week 1 and lab final exam to week 16 (done: CI 1/25/21)	2/1/21
AERO 200	Approved with change to topic wording in weeks 8 and 16 (done: CI 1/25/21)	2/1/21
AERO 202	Approved with change to week 16 topic (done: CI 1/25/21)	2/1/21
AERO 210	Approved with change to week 16 topic (done: CI 1/25/21)	2/1/21
AERO 250	Approved with change to week 16 topic (done: CI 1/25/21)	2/1/21
AERO 252	Approved with change to topic wording in weeks 8 and 16 (done: CI 1/25/21)	2/1/21
AGAN 1	Approved with addition of phrase to topics in weeks 3-7, choose one DL checkbox (done: CI 1/25/21)	2/1/21

AGAN 2	Approved with minor edits in Weeks 7 and 16 (done: CI 1/25/21)	2/1/21
AGAN 94	Approved with title change (done: CI 1/25/21)	2/1/21
AGHE 64	Approved with topic change. Add to week 5 (which is a repeated topic from week 2) (done: CI 1/25/21)	2/1/21
AGHE 65	Approved with correction to week 1 topic (done: CI 1/25/21)	2/1/21
AGLI 12	Approved with correction to final exam week (done: CI 1/25/21)	2/1/21
AGLI 16	Approved with edit topic week 1 (done: CI 1/25/21)	2/1/21
AGLI 19	Approved with edit to week 16 topic (done: CI 1/25/21)	2/1/21
AGLI 34	Approved with edit to topic (done: CI 1/25/21)	2/1/21
AGLI 96	Approved	2/1/21
AGOR 30	Approved with remove topic in week 1 (done: CI 1/25/21)	2/1/21
AGOR 32	Approved with edits – name, some topics should be edited weeks 4, 5, 9, 10 (done: CI 1/25/21)	2/1/21
AGPE 72	Approved with edit topic in week 16 (done: CI 1/25/21)	2/1/21
AGPE 73	Contact faculty, too many hours, need to cut about 30 hours out. Edit week 16 topic. Resubmit	-----
AGPE 76	Approved with edit to week 16 topic (done: CI 1/25/21)	2/1/21
AIRM 65B	Contact faculty. Not enough hours. 115 hours short – check discussion box. 6 missing topics. See comments. Resubmit.	-----
AIRM 71	Approved with topic edits in weeks – remove the word Lecture and make edits in week 14 and 15 (done: CI 1/25/21)	2/1/21
ARTC 120	Approved	2/1/21
ARTC 160	Approved with addition of hyphen in week 11-13 (done: CI 1/25/21)	2/1/21
ARTC 200	Approved	2/1/21
ARTC 210	Approved	2/1/21
ARTC 220	Approved	2/1/21
ARTC 230	Approved with addition of Optimization topic (done: CI 1/25/21)	2/1/21
ARTC 272	Approved	2/1/21
ARTC 290	Approved	2/1/21
ARTC 299	Approved	2/1/21
ARTD 16	Approved	2/1/21
ARTD 17B	Approved with delete extra activity in week 3, move lab exam to week 16 (done: CI 1/25/21)	2/1/21

## Workgroup Review Recommendations January 26, 2020 Meeting

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

Course Reviewed	Workgroup Action	DLC Review
<b>Smartsheet</b>		
AIRC 10	Approved	2/1/21
AIRC 12	Approved – note formatting for activities, lecture topic added to week 14	2/1/21
AIRC 20	Approved	2/1/21
AIRC 26	Approve with edited activities, edited week 7 topic	2/1/21
AIRC 32A	Approved	2/1/21
AIRC 34	Approved – note formatting for activities, lecture topic added to week 14	2/1/21
ELEC 10	Approved, pick up changes to hours and week 16 topic	2/1/21
ELEC 12	Approved with edits to week 16	2/1/21
ELEC 54A	Approved	2/1/21
ELEC 54B	Approved	2/1/21
ELEC 56	Approved with topic corrections, week 6, 9, and 16	2/1/21
ELEC 74	Approved with edits to week 16	2/1/21
ELEC 76	Approved with edits to week 16	2/1/21
TECH 60	Approved	2/1/21
WELD 70B	Approved with edits to weeks 1 and 16 topics	2/1/21
WELD 70C	Approved – remove topic week 1, separate topics weeks 13 and 15 to match COR	2/1/21
<b>DL Form</b>		
ARTD 20	Approved with deletion extra LO in weeks 5 and 13 (done: CI 2/1)	2/1/21
ARTD 21	Approved	2/1/21
ARTD 27	Approved	2/1/21
ARTD 43A	Approved	2/1/21
ARTD 43B	Approved; delete extra activities in weeks 2, 4, 9 (done: CI 2/1)	2/1/21
ARTD 45A	Approved (note COR) (done: CI 2/1)	2/1/21
ARTD 45B	Approved with topic edit week 16 and remove extra activity weeks 4, 5, 8 (done: CI 2/1)	2/1/21
ARTD 46A	Approved	2/1/21
ARTD 91	Approved	2/1/21
ARTD 94	Approved	2/1/21
ARTD 95	Approved	2/1/21

ARTD 97	Approved	2/1/21
ARTD 99	Approved with topic and activity added to week 16 (done: CI 2/1)	2/1/21
ARTS 22	Approved with topic correction see comment (done: CI 2/1)	2/1/21
ARTS 40C	Approved with spelling correction week 6 (done: CI 2/1)	2/1/21
ARTS 42	Approve with combine 2 DFs in week one (done: CI 2/1)	2/1/21
ARTS 46A	Approved	2/1/21
ARTS 46B	Approved with change to week 10 – make LAB and LEC the same topic “Making a rigid ultracal mold...” – check comments (done: CI 2/1)	2/1/21
ARTS 97	Approved	2/1/21
ARTS 98	Approved	2/1/21
ARTS 99	Approved	2/1/21
ARTZ 50	Approved with add final exam to week 16 (done: CI 2/1)	2/1/21
BIOL 21	Approved	2/1/21
BIOL 25	Approved with check department meeting, add hours, edit weeks 15 and 16, and change capitalizations – check comments (done: CI 2/1)	2/1/21
KINX 24	Approved with correction (done: CI 2/1)	2/1/21