dawoo Distance Learning Committee
2022-23

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 and processes pertaining to distance learning
- evaluate and promote a variety of effective practices and standards for distance learning that foster student equity and success
- support sharing and collaboration among distance learning faculty by working with the Faculty Center for Learning Technology, Information Technology, Faculty Professional Development Council, and the Faculty Learning Activities Committee
- facilitate the development of an ongoing Distance Learning Plan
- coordinate with campus committees and other constituencies with regards to distance learning
- support accreditation processes

X	Michael Carr	X	Matthew Dawood	X	Michael Dowdle	X	Katie Datko		Luis Echeverria-Newberry
X	L.E. Foisia	X	Hong Guo	X	Mike Hood	X	Carol Impara, co-chair		Tammy Knott-Silva
X	Catherine McKee	X	John Norvell	X	Sonia Ortega	X	Romelia Salinas, co-chair	X	Sandra Weatherilt
						X	Student Rep: Laksh Kalra		Student Rep: Delia Palacios

MINUTES – May 9, 2023

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: April 25, 2023	Approved
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol)	EDC will not be meeting after April 25, 2023.
Information Technology Advisory Committee (ITAC) Report	ITAC met. Technology Master Plan has been posted after incorporating feedback from faculty, students, and staff. This can be found on the IT website. New software product called LabStats can help with prioritization with preparation for terms about what new software needs to be installed.
Faculty Learning Activities Committee (FLAC) Report (Catherine)	FLAC met May 3. Catherine and Eva reported on the SPOT Recert Intensive (May 12). Not a lot of faculty-specific training is currently planned for summer. Tania Anders is soliciting submissions for fall Flex Day which will be held via Zoom on Friday, August 25.
Office of Distance Learning & Instructional Technology (Katie)	**FCLT** • Online Assessments & Emerging AI Platforms 5/19 @ 1:30 PM • DLC + FLCT Recert Sessions

	10:00 – 11:00 AM — Equity, Access, and Instructional Technology 11:15 AM – 12:15 PM — Improving Equity in Your Online Course Through CVC Alignment: Best Practices 1:30 – 2:30 PM — Regular, Substantive Interaction (RSI) for Equity and Inclusion 2:45 – 3:45 PM — Ain't No Distance Far Enough: Examining Online Equity Through Research Inquiries **Office of DL & Instructional Tech** - Copyleaks Demo continuing - Demo for Respondus – working out technical details – eg. cannot be downloaded onto loaner laptops - New AI detector for entire Canvas LMS through GPT Zero. Detects AI content before submissions. Interested in a demo – email Katie cdatko@mtsac.edu - CVC Updates; - Focus will be on cross-enrollment - Technology management will be through the Foundation for CCCs. - Updates will be made to the Consortium Agreement - POCR will be less of a focus - Professional Development RPI will go to the CCC Board this month. PD will be TBD. @ONE will continue to offer courses through summer. **Online Teaching Conference** reminder: 6/21/23-6/23/23. Four members of the FCLT/ODLIT Team are presenting.
Student Report	
DL Amendment Forms	
On Consent Forms for Review and Approval ACCS 36 ACCS 37 BS ABE01 BS ABE02 BS TR01 BUSM 61 CHEM 9 CISP 10 FASH 9 FASH 25	"On Consent" indicates DL Forms that were created less than two years ago in response to the pandemic, and there are no changes as the course goes through 5-year review. Forms must be reviewed if any of the following have changed: Course title, course identifier, lecture topics, lab topics, units, proportion lecture to lab. Approved with edits to hours Approved but correct activity and hours per comments Approved Approved with topic edit in week 10 Approved Approved with check formatting in column 4 Approved with hours and topics added (contact faculty?) Approve with update topics, (too few) hours, and accessibility checklist. Approved with topic edits (see comments) Approved with topic edits

FASH 59	Approved with add topic
FASH 63	Approved with add topic
MUS 171	Approved with delete extra topic and hours and check RSI
VOC ANA50	Approved
VOC BM62	Approved
VOC CSB15	Approved
VOC PH11A	Approved
VOC PH11B	Approved
VOC PHO14	Approved
VOC PHO16	Approved
VOC PHO21	Approved with hours correction in week 4
VOC PHO24	Approved with update to title and course identifier
VOC PHO28	Approved with edit hours to weeks 12, 13, and 15
VOC PHO30	Approved with edits to hours 13 and 15 hours
Discussion	
Senate Referral to DLC: DLC requested to make recommendations to address gaps in support for DL Students.	Review of statement draft. The statement was approved and will be included in the next DLC report to Senate. The Sample Tech Page needs a final update. ***Who was going to do this update? Help me out here.***
Online Equity Day	DL (SPOT) recertification intensive with an equity focus is this Friday! Sessions will highlight Keynotes from Romelia's research and Hong's research; how going through the POCR process can help integrate equity into a course; an FCLT Equity and Instructional Technology presentation; and an RSI presentation. (See Office of DL & Instructional Tech update for list of sessions.)
Distance Learning Handbook	This week the DLC will review • Regular Substantive Interaction • Course Materials ***The wording in this section was so old that the DLC needs to review it again. This section will be reviewed next meeting as well.*** The next sections to review will be: • Course Assessment • Student Privacy • Accessibility of Distance Education Courses