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		Carol Impara
X	Michelle Newhart	X	Matthew Dawood		Student Rep: vacant				

MINUTES – March 27, 2018

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: 3/13/18 meeting	Approved
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Sandra)	
Information Technology Advisory Committee (ITAC) Report (Rich)	Meeting next Monday 4/2
Faculty Professional Development Committee (FPDC) Report (Hong)	FPDC continued discussions on the new reporting structure, and identified potential members to serve on the council including DL Faculty Coordinators and FCLT representative
Faculty Center for Learning Technology (FCLT) Report (Michelle)	
Student Report (_____)	
DL Amendments Forms	
CNET62 AHIS 3 PSYC 1B MATH130 CHLD 64 FASH 14 SOC 40 SOC 15 BUSM 20 NF 12	10 Courses were reviewed and approved with minor revisions. DLC also decided to make available to faculty a usable "template" for the DL Amendment form which includes already populated **Table 1 DL Course Components and Delivery Methods.** The acronyms on this form have been developed by DLC and contain common delivery methods appropriate for online courses and use language to support regular and effective contact. Faculty developers will have the choice to add methods which are unique to their courses. (IIIC) An updated Blank DL Amendment Form with Template will be uploaded to the DLC website along with instructions for completing the DL Amendment Form.

DL Plan	Approved
OEI Update (Meghan)	OEI State subsidized tools approved through 2019; Canvas, Vericite, Proctorio, Cranium Cafe
Ensuring an Effective Online Program: A Faculty Perspective	Document shared with Committee
Announcements:	
Please promote the following in your departments: • **DL Amendment Form Workshop** - Tuesday April 17, 1:00 p.m. – 2:00 p.m. 6-148 (POD Learning Lab) (IIIC) • **SPOT Orientation Session** – Thursday April 26, 5:00 – 6:00 p.m. 6-148 (POD Learning Lab) (IIIC) • Online Teaching Conference 2018 info - Monday, June 18 - Wednesday, June 20, 2018, Location: Hilton Anaheim Early Bird Rate EXPIRES April 15th, 2018 Early Bird Registration: $300 (through April 15th, 2018) Regular: $350 (April 16th - June 8th, 2018) On Site: $400 (After June 9th, 2018) Full conference registration includes breakout sessions, breakfast, lunch and evening receptions.	

Spring 2018 semester dates – 2/27, 3/13, 3/27, 4/10, 4/24, 5/8, 5/22, 6/12 (Finals Week) 8 meetings

DLC Meetings - 2nd and 4th Tuesdays at 1:05 – 2:35 PM in 6-226A
DLC website: http://www.mtsac.edu/instruction/learning/distlearn/
DLC listserv: dlc@mtsac.edu