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

MINUTES – April 10, 2018

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: 3/27/18 meeting	Minutes approved
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Sandra)	DL Plan will be on 4/24 C&I agenda
Information Technology Advisory Committee (ITAC) Report (Rich)	Meeting date: April 2, 2018 • Minutes were reviewed and approved • Instruction VP, Irene Malmgren reported that the Accreditation Steering Committee is implementing a process to identify committees on campus that are doing work related to certain accreditation themes. The purpose is to much earlier identify and document those actions being taken related to accreditation themes, so the bulk of the investigation and work is not done at the last minute in preparing for an accreditation visit. • Director Infrastructure & Data Security, Christopher Schroeder updated ITAC with the progress his committee has been making on the Security Policies for the college. • Director of Information Technology, Dale Vickers gave ITAC an update on the work he and his staff have been making on the coordination of the Technology Master Plan (TMP) with the overall Facilities and Educational Master Plan (FEMP). He asked everyone in ITAC to submit input to the TMP as it relates to their respective constituent (faculty, staff, administration, etc.).
Faculty Professional Development Committee (FPDC) Report (Hong)	Hong introduced the OpenStax OER Institutional Partnership Program & Application which is now under a grant by William & Flora Hewlett Foundation. Each year 10-12 institutions are selected to participate. The application is due April 24. Three members of DLC are on the Textbook Affordability Taskforce which is exploring use of OER but due to the application due date, we will contact Marty about pursuing this. IIA
Faculty Center for Learning Technology (FCLT) Report (Michelle)	Learning Technology Week 4/16-4/20! Michelle is co-presenting with the Language Learning Center on teaching with technology workshops. IIIC
Student Report (_____)	No report
Guest: Kristina Allende New process for committees to report on accreditation	Kristina spoke to DLC about new process for committees on reporting evidence for accreditation.

	We were asked to identify in the DLC minutes any areas of discussion which align with the two accreditation themes IIA. Instructional Programs and IIIC. Technology Resources. Effective 4/10, the DLC will highlight these themes in the committee minutes.
DL Amendments Forms	
BUSR 52, CHEM 50, CHEM 50H, CNET 66, CNET 64, CNET 60	6 Courses approved The DLC website has been updated with the new DL Resources and updated template link. Faculty have reported that the template is helpful.
Resources for DL? Question: What resources does the Distance Learning program need in order to make DL courses better and be competitive?	DLC Wish List Items – Should we add these here?? • DL faculty support e.g. recording studio for creating instructional videos • Professional Development for DL-Related Conferences • Software • Tools within Canvas (e.g. add-on tools to enhance functionality within Canvas) • Captioning assistance with short turn-around time • Student support – laptop/tablet rental Increase re-assigned time for DL coordinators • Support staff • Expanding online support services for students • Tech-center/lab for online students • Student outreach/marketing IIA
AP 4105	Suggested postponed until Fall 2018
Ensuring an Effective Online Program: A Faculty Perspective	Document shared with Committee
OEI Update (Meghan)	Tabled for next meeting
DLC Year End Report due to Senate May 1	See OneDrive to review and be prepared for discussion at the 4/24 meeting.
Announcements:	
Two April DL sessions offered through POD – See POD Calendar	DL Amendment Form Workshop - Tuesday April 17, 1:00 p.m. – 2:00 p.m. 6-148 (POD Learning Lab) SPOT Orientation Session – Thursday April 26, 5:00 – 6:00 p.m. 6-148 (POD Learning Lab) (IIIC)

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

DLC Accreditation Themes:
- IIA. Instructional Programs – Uses delivery modes, including DL, in support of equity
- IIIC. Technology Resources – Provides support in the use of technology