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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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|  **X** | 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 | X | Student Rep: Jem Bonfiglio |

Guests:

## **MINUTES – SEPTEMBER 22, 2020**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Welcome new Student Rep, Jem Bonfiglio! |
| Approval of DLC minutes: 9/8/2020 meeting – assign themes | Approved |
| **Reports:** |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | DLC minutes of May 26 and June 9 accepted. |
| Information Technology Advisory Committee (ITAC) Report (Rich) | IT Projects:* Ron Bean explained and demonstrated the New Asset Tracking System for tracking IT inventory as it is ordered, purchased, warehoused, and delivered. System was joint project with Community Ed department, Kudos to both IT and Comm Ed.
* Monica Cantu-Chan showed us a very informative PowerPoint presentation of the project that the Electronic Forms Committee has been working on. She gave us an overview of the committee’s requirements, the college’s needs for such a system, and the resulting system that they recommended – SoftDocs
* Chris Schroeder gave a brief presentation about the upcoming Cybersecurity Awareness Month – October 2020.
* WebCMS 10.0 not popular

ITAC Goals document updates (Dale Vickers):* Changed the wording on Goal #1
* PAC asked ITAC to Clarify Goal #2 by adding the words “Information Technology” before the word “security.” Resulting in “Support Information Technology security awareness…”
* PAC also recommended that ITAC as well as the Police and Campus Safety Advisory Committee oversee the use of security cameras on campus. This resulted in a new goal for ITAC.
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| Faculty Learning Activities Committee (FLAC) Report (Catherine) | No meeting since July. |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) | Provided September workshopsGetting ready to roll out surveys on tools introduced this year: Otter, CidiLabsSPOT recertification workshop to be offered October 2Other workshops November 19: CidiLabs part 2, Accessibility |
| Student Report  |  |
| **DL Amendment Forms** |  |
| DL Faculty Workgroup Recommendations for DL Amendment Form  | The summer DL faculty workgroup met on September 11 and 18. Please see workgroup recommendations (below).  |
| **Discussion**  |  |
| Recommendations for Synchronous Classes: Zoom, Proctorio | * Privacy concerns have been voiced about video components regarding required Zoom videos and Proctorio
* Please see other college discussions in OneDrive
* Academic Senate would like recommendation to consider
 |
| DLC Membership, Goals | Tabled until next meeting. Ran out of time. |
| CVC OEI (California Virtual Campus Online Education Initiative)  | * The consortium will be called CVC only. The OEI part will be dropped. The CVC Consortium of 56 participating colleges will continue its implementation of the state-wide Course Exchange. CVC will notify Consortium colleges by October how the new participating master agreement will be handled.
* The Chancellor’s Office and the statewide Distance Education Coordinators’ Organization (DECO) are still working on a guide for categorizing and naming DE modalities: fully online, partially online, and online with optional in-person activities (these are not the actual labels, just descriptions).
* The Chancellor’s Office and CVC will stop paying for Proctorio and Labster as of December 31, 2020.
	+ Resurrect proctoring software workgroup to look at alternatives.
	+ Is Labster working for faculty? Should we continue it?
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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**

**September 11, 2020 Meeting**

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

* The workgroup agreed that the WebCMS DL forms could have activities in the course topic column. However, classified staff expressed reservations about allowing different criteria between the smartsheet and the WebCMS forms. Therefore, the committee will support committee members aligning the DL Amendment forms as long as all the pertinent information is included.
* The workgroup will look for other ways to print WebCMS DL amendment forms so that comments can be written with the form.

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| **Course Reviewed** | **Workgroup Action** | **DLC****Review** |
| **Smartsheet** |   | 9/22 |
|  **LIT 2** | Approved with topic correction | 9/22 |
|  **OAD ELL04** | Approved after topics updated by faculty (LEF, 9/11) | 9/22 |
|  **OAD ELL05** | Approved | 9/22 |
|  **FRCH 1** | Approved with corrections to topics  | 9/22 |
|  **FRCH 60** | Approved with added AN; corrected hours  | 9/22 |
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| **WebCMS** |   |  |
| **NF 25** |  Add time to CM in week 2 (Done: CI, 9/15) | 9/22 |
| **Discussion** |   |   |
| **AIRM 71** | Needs DF or GW student to student and final exam – sent back to faculty 9/18 | -------  |
| **DNCE 12A** | Needs DF or GW student to student and LO – sent back to faculty 9/18 | -------  |
| **SPAN 63** | No topics listed for weeks 9-16, delete extra activity linesThree topics from COR not included in DL amendment (last ones) Week 6 and 7 topic incomplete, minor edit required Sent back to faculty 9/18 | ------- |

# **Workgroup Review Recommendations**

**September 18, 2020 Meeting**

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

* Approved recommendations from September 11 meeting
* Approved recommendations from September 18 meeting

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| **Course Reviewed** | **Workgroup Action** | **DLC****Review** |
|  **BUSC 1AH** | Approved |  9/22 |
|  **BUSC 1BH** | Approved with addition of LO |  9/22 |
|  **BUSM 81** | Send back to faculty to include lab and correct topics. Sent back 9/22 (CI) | \_\_\_\_\_\_\_  |
|  **BUSO 26** | Approved | 9/22  |
|  **BUSS 33** | Approved with topic addition | 9/22  |
|  **BUSS 79** | Send back to faculty to include lab and correct topic. Sent back 9/22 (CI) | \_\_\_\_\_\_\_  |
|  **BS ABE02** | Approved | 9/22  |
|  **BS ABE04** | Approved |  9/22 |
|  **BS ASVB1** | Approved |  9/22 |
|  **BS ASVB2** | Approved | 9/22  |
|  **BS HCM1** | Approved | 9/22  |
|  **BS HSEMA** | Approved | 9/22  |
|  **BS HSERL** | Approved | 9/22  |
|  **BS HSESC** | Approved | 9/22  |
|  **BS HSESS** | Approved | 9/22  |
|  **BS LRN01** | Approved | 9/22  |
|  **BS LRN06** | Approved | 9/22  |
|  **BS MPS** | Approved | 9/22  |
|  **BS MPSTM** | Approved | 9/22  |
|  **CUL 111** | Approved with corrections to topics and hours | 9/22  |
|  **ENGL 8A** | Approved with minor correction to course indicator | 9/22  |
|  **LIT 15** | Approved |  9/22 |
|  **SOC 36** | Approved |  9/22 |
|  **VOC FDB1** | Approved |  9/22 |
|  **VOC FDB2** | Approved |  9/22 |