MT. SAC
Mt. San Antonio College

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

X	Ron Bean	X	Meghan Chen, co-chair	X	Stacie Nakamatsu	X	Michael Dowdle	X	Edwin Estes
X	Richard Patterson	X	Sandra Weatherilt	X	Hong Guo	X	Jeanne-Marie Velickovic	X	Carol Impara, co-chair
X	Michelle Newhart	X	Matthew Dawood	X	Catherine McKee		Student Reps: post vacant		

Guest: Romelia Salinas

MINUTES – March 12, 2019

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: 2/26/19 meeting – assign themes	Approved with corrections
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol)	No report.

Information Technology Advisory Committee (ITAC) Report (Rich)	Notes from ITAC Meeting March 4, 2019
	1. Follow-up items from November:
	   a. Banner 9 performance. Some students mentioned how slow Banner 9 was and that has been looked at
	   b. Automatic Disconnect from Wi-fi Network
	2. Review of AP 3740 – Chris Schroeder gave us a progress update on the Security Administrative Policies
	3. Technology Master Plan is being updated
	4. Equipment replace/refresh: aiming for 7-10 year replacements

Faculty Learning Activities Committee (FLAC) Report (Michelle)	Topics discussed include: • Guided Pathways Conference/Retreat April 4-5 in Temecula • One Book One Campus going well; 34 free copies still in POD for participating faculty. Student Health Center has set of copies • Inspired Teaching Conference – theme is Active Learning. FCLT can demonstrate in Canvas. • Critical Thinking Workshops for faculty May 17 and 31

	• Catherine asked Lianne Greenlee whether there was any equity-based funding which might be used for professional development for faculty hoping to enhance pedagogy to benefit student groups listed in our student equity plan. We would like to use the funds to address distance learning achievement gaps for these groups. Lianne mentioned some funding source but has not clarified who will be able to use it.
Faculty Center for Learning Technology (FCLT) Report (Michelle)	New captioning process being used – FCLT will remind faculty via email Workshops on Demand debuted – Gradebook Lite of interest ReadSpeaker rolled out in Canvas Access-a-Thon needs to be rescheduled due to time conflicts
Student Report	No report.
DL Amendment Forms	
AHIS 10 AHIS 12 AHIS 14 AHIS 15 ASTR 8 – 4 year review ELEC 11 PSYC 1A – 4 year review PSYC 1AH PSYC 5 – 4 year review PSYC 25 PUBH 20	• Approved with corrections that must be contributed by faculty • Approved with corrections that must be contributed by faculty • Approved with corrections that must be contributed by faculty • Approved with corrections that must be contributed by faculty • Approved with minor corrections • Approved with minor corrections • Approved with minor corrections • Approved with minor corrections • Approved with minor corrections • Approved with minor corrections • Approved with minor corrections DLC Coordinator is approved to review resubmissions and move courses to EDC. DLC members should review each course for the task they were assigned.
Discussion	
Title 5 Changes/ Academic Senate Report	Report in One Drive – no edits or additions suggested
REC Task Force Update	The first meeting of the REC task force has been scheduled for March 13. IB9, IIA
WebCMS Update	The DL Amendment form supplement of WebCMS is still being worked on. Table 1 has been transferred into WebCMS as non-modifiable. Table 2 uses a series of drop-down choices aligned with 15-minute increments. • Should we autopopulate weeks 1-15 with AN, CM, LO for a total of .25 hours? The vendor cannot make more than one choice available for a 15 minute increment. • Should we autopopulate week 1 with CO? • Should we autopopulate week 16 with EX (final exam)? ***The DLC will consider these options and discuss next meeting. Carol will discuss timeline with Pedro Suarez.***

Schedule of Classes Description(s)	The Instruction Office would like our input on condensing online descriptions in the catalog. • Instead of under every course, would it work to have one description of online processes with the distance learning section? Do we need a description on every page spread? We would then have icons only next to online courses; for example, see p. 97 (English). • See list of DL and Hybrid courses pp. 176-178. Do there need to be changes to language? ***Tabled due to lack of time.***
SPOT Recertification	One drive folder for discussion and brainstorming. ***Tabled due to lack of time.***

CVC OEI	Letter of Intent for *Improving Online CTE Pathways* grant due March 15. The purpose of the grant is to either:
	    1. Lead to short-term, industry-valued certificates or credentials, or programs; or
	    2. Enable a student in a pathway developed by the California Online Community College to continue his or her education in a career pathway offered by an existing community college.
	Options include: creating a POCR team to meet OEI obligations; creating a structure to incentivize faculty to get courses OEI aligned and accessible; creating a structure to support students, including online counseling.
	The DLC recommends that Meghan Chen and DL Coordinator pursue this grant opportunity.
	IIA, IIC, IIIC

Vericite	Vericite update ***Tabled due to lack of time.***
PlayPosit	PlayPosit: FCLT and DL Coordinators viewed a demo of PlayPosit. It enables faculty to make videos more interactive. PlayPosit is already being used by one department. Is anyone in the DLC interested in being part of a pilot? ***Tabled due to lack of time. There will be a demo at the March 26 meeting.***
Announcements:	

Spring 2019 semester dates –8 meetings –3/26, 4/9, 4/23, 5/14, 5/28, 6/11 (finals week)

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:
- 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.