



# 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

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		Michelle Newhart	X	Rich Patterson	X	Sandra Weatherilt	X	Student Rep: Jem Bonfiglio Leonardo Rojas

Guests:

### MINUTES – OCTOBER 27, 2020

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: 10/13/2020 meeting – assign themes	Approved
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol)	DLC minutes of September 8 accepted.
Information Technology Advisory Committee (ITAC) Report	No meeting
Faculty Learning Activities Committee (FLAC) Report (Catherine)	No meeting
Faculty Center for Learning Technology (FCLT) Report (Michelle)	Proctorio materials for professors and students continue to be updated. Incorporating Open Proctorio course into Canvas Faculty Center Updating Faculty “Kit” in Canvas Commons. Canvas Studio: FCLT exploring and reviewing Otter Survey completed: 82 responses from faculty Reminders: ConferZoom changing to TechConnect Zoom/new Canvas integration/local subaccount access starting in Winter, transition in progress. Nov 19 workshops: 10-12 CidiLabs 2, 1-2 Accessibility Champ 2-3 Ally workshop. All approved for SPOT recertification.

	Changes to Canvas Help starting Winter 2021 - Canvas will not be accessible by phone, only Chat-based 24/7 Canvas announcement to come IIA, IIIC
Student Report	Equity Summit is scheduled for Friday, October 30 from 9 a.m. – 1 p.m. IIA
<b>DL Amendment Forms</b>	
DL Faculty Workgroup Recommendations	The summer DL faculty workgroup met on October 16 and 23. DLC accepted and approved workgroup recommendations (below) IIA, IIIC, IB9
<b>Discussion</b>	
Recommendations for Online Privacy: Zoom, Proctorio	<ul style="list-style-type: none"> <li>See summary statements in One Drive. Committee recommended that this topic be divided into two separate papers. Final versions to be shared with Academic Senate</li> </ul> IIA, IIIC
DLC Membership, Goals	<ul style="list-style-type: none"> <li>See documents in OneDrive - approved with addition of last goal. Carol to move to C&amp;I.</li> </ul> IB9, IIA, IIIC
CVC OEI (California Virtual Campus Online Education Initiative)	<ul style="list-style-type: none"> <li>CVC has been charged by the Chancellor's office to be the technology support for the state. They are pivoting to encompass these extra duties.</li> <li>They have been told that everyone will be in the Course Exchange.</li> <li>They will not fund Proctorio or Labster after December.</li> <li>We are awaiting to see what this means to us as a consortium college.</li> </ul> IIIA14, IIIC, IIA
SPOT Report	<ul style="list-style-type: none"> <li>See report, below</li> </ul> IIA, IIIC, IIIA14
<b>Announcements</b>	

Fall 2020 semester dates – 8 meetings – as needed (finals week)

DLC Meetings - 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays at 1:15 – 2:45 PM online via Zoom

DLC website: <https://www.mtsac.edu/dlc/>

DLC listserv: [dlc@mtsac.edu](mailto: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 October 16, 2020 Meeting

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

- WebCMS demo video and instructional document sent to deans and department chairs on Wednesday. Uploaded link to DLC webpage. (Need to embed thumbnail.) Recommended posting on WebCM10.mtsac.edu landing page.

Course Reviewed	Workgroup Action	DLC Review
<b>DL Form</b>		
<b>AGOR 15</b>	Approved - Contact faculty to ask where to put extra topics and what topic to go into week 16 (emailed 10/23)	
<b>AGOR 30</b>	Send back to faculty to have topics match COR (CI: sent back 10/23)	-----
<b>ASTR 5L</b>	Approved	
<b>DNCE 1</b>	Approved and Repeat topic in week 16 since no final (done: CI 10/20)	
<b>DNCE 11B</b>	Approved	
<b>DNCE 2A</b>	Approved with removal of parenthetical instructions in LEC (Done: CI 10/20)	
<b>DNCE 2B</b>	Approved with removal of parenthetical instructions in LEC (Done: CI 10/20)	
<b>GEOL 2</b>	Approved with addition of three lab topics (Done: MH 10/20)	
<b>GEOL 8L</b>	Approved	
<b>GEOL 9L</b>	Approved	
<b>KINF 10A</b>	Approved with addition of lab topic (Done: CI 10/23)	
<b>KINF 10B</b>	Approved with removal of final exam and include topic in week 16 (Done: CI 10/23)	
<b>KINI 29</b>	Approved with addition of missing topic, remove mode identifier in weeks 4 and 13. (Done: CI 10/23)	
<b>KINS 12A</b>	Approved	
<b>KINS 12B</b>	Approved	
<b>KINX 6</b>	Approved	
<b>KINX 16</b>	Approved with corrections to topic spelling and remove Final in week 16 (Done: CI 10/23)	
<b>OCEA 10L</b>	Approved	
<b>Smartsheet</b>		
<b>CHLD 67</b>	Approved	

<b>CHLD 67L</b>	Approved	
<b>LERN 48</b>	Approved with corrections to hours, delete nc statement (DR 10/16) – change to 3 units (CI)	
<b>LERN 49</b>	Approved with corrections to hours, delete nc statement (DR 10/16) – change to 3 units (CI)	
<b>LERN 81</b>	Approved with corrections to hours, delete nc statement (DR 10/16) – change to 3 units (CI)	
<b>LCOM 90</b>	Redo – did not use correct WebCMS – review 10/30	-----
<b>LCOM 100</b>	Approve with Learning Objectives (Done: DR 10/16)	
<b>READ 70</b>	Approved with corrections to hours, delete nc statement (DR 10/16) – change to 3 units (CI)	
<b>READ 80</b>	Approved with corrections to hours, delete nc statement (DR 10/16) – change to 3 units (CI)	
<b>STDY 80</b>	Approved with corrections to hours, delete nc statement (DR 10/16) – change to 3 units (CI)	
<b>VOC TR10A</b>	Approved with hours correction, add LO, add nc statement (Done: DR 10/16)	
<b>VOC TR10B</b>	Approved with hours correction, add LO, add nc statement (Done: DR 10/16)	
<b>VOC TR10C</b>	Approved with hours correction, add LO, add nc statement (Done: DR 10/16)	
<b>VOC TR10D</b>	Approved with hours correction, add LO, add nc statement (Done: DR 10/16)	
<b>VOC TR10R</b>	Redo - No WebCMS – review 10/30	-----
<b>VOC ESD15</b>	Approved	
<b>PSYC 20</b>	Sent back for topic correction and check the way that activity hours are laid out (sent back 10/23)	-----
<b>BS LRN 03</b>	Approved	
<b>BS LRN 76</b>	Approved	
<b>BS LRN 81</b>	Approved	

## Workgroup Review Recommendations October 23, 2020 Meeting

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

- LRN D1, 2, 3 courses need a maximum number lab hours in order to complete DL Amendment form

Course Reviewed	Workgroup Action	DLC Review
<b>DL Form</b>		
<b>DNCE 3</b>	Approved with removal of final and add topic to week 16 (Done: CI 10/29)	10/27
<b>DNCE 4</b>	Approved	10/27
<b>DNCE 8</b>	Approved	10/27
<b>DNCE 39</b>	Approved with removal of final and add topic to week 16 (Done: CI 10/29)	10/27
<b>DNCE 40</b>	Approved with removal of final and add topic to week 16 (Done: CI 10/29)	10/27
<b>DNCE 41</b>	Approved	10/27
<b>DNCE 42</b>	Approved with addition of missing topic (Done: CI 10/29)	10/27
<b>KIN 38</b>	Approved with removal of final review and add topic to week 15 (Done: CI 10/29)	10/27
<b>KINA 8A</b>	Approved with removal of designators Midterm and Final; correct punctuation (Done: CI 10/29)	10/27
<b>KINA 8B</b>	Approved with removal of designators Midterm and Final; correct punctuation, add week 16 topic (Done: CI 10/29)	10/27
<b>KINA 8C</b>	Approved with removal of designators Midterm; correct punctuation (Done: CI 10/29)	10/27
<b>KINA 14</b>	Approved with removal of designators Midterm and Final; correct punctuation (Done: CI 10/29)	10/27
<b>KINA 20</b>	Approved with removal of designators Midterm and Final; correct punctuation, add week 16 topic (Done: CI 10/29)	10/27
<b>KINF 19</b>	Approved with removal of final exam and add missing topic (Done: CI 10/29)	10/27
<b>KINF 38A</b>	Approved	10/27
<b>KINF 38B</b>	Approved	10/27
<b>KINF 51A</b>	Approved with removal of final exam and add missing topic (Done: CI 10/29)	10/27
<b>KINI 33A</b>	Approved with modification of 2 topics as per comments; remove final exam (Done: CI 10/29)	10/27

<b>KINI 33B</b>	Approved with modification of multiple topics to reflect COR, correct punctuation and spelling; remove final exam (Done: CI 10/29)	10/27
<b>Smartsheet</b>		
<b>AIRM 70B</b>	Approved with accessibility checklist and topics (Done: CI)	10/27
<b>BS LRN 03</b>	Approved with deletion of text in week 12	10/27
<b>BS LRN 76</b>	Approved	10/27
<b>BS LRN 81</b>	Approved with topic correction	10/27
<b>BSHS PHSC</b>	Approved	10/27
<b>VOC PPCCR</b>	Approved	10/27
<b>FRCH 4</b>	Approved with topic correction	10/27
<b>MENT 72</b>	Approved with week 4 topic modification to match COR	10/27
<b>MENT 72L</b>	Approved after removal of final exam from week 16 and replace with topic indicated in comments – Copy hours from week 2 into other weeks (except final) – Done: KC 10/23	10/27
<b>VOC ANA50</b>	Approved	10/27
<b>VOC CC1</b>	Approved with minor topic correction	10/27
<b>VOC CC2</b>	Approved	10/27
<b>VOC CC3</b>	Approved	10/27
<b>VOC ET90A</b>	Approved	10/27
<b>VOC HHA</b>	Approved	10/27
<b>VOC HTH01</b>	Approved	10/27
<b>VOC HTH04</b>	Approved	10/27
<b>VOC MAST</b>	Approved	10/27
<b>VOC PCA</b>	Approved	10/27

# SPOT Report to the DLC

October 27, 2020

**SPOT Team Members:** Mike Dowdle, Carol Impara (Honorary/Emeritus), Catherine McKee, Sandra Weatherilt, and great support from Meghan Chen

Data:

Action	Number of faculty
SPOT signups since <b>March 3, 2020</b>	467
SPOT signups July 1, <b>2018 – Feb. 23, 2020</b>	198
SPOT completions since <b>March 3, 2020</b>	110 (including 2 yesterday)
SPOT completions July 1, <b>2018 – Feb. 25, 2020</b>	65
SPOT courses in the review queue	60

## Changes to SPOT

We have made many changes to SPOT in an effort to help our faculty improve their online pedagogy, to ultimately benefit our students. These changes include:

- Added an abbreviated sample course as an example of good practice and what we're looking for in SPOT (thank you, Mike Dowdle for putting this sample together based on his OEI aligned course)
- Addressed synchronous instruction best practices, including updating one of the SPOT quizzes to add questions based on this
- Used CidiLabs to make SPOT more attractive and accessible, and used this as a way to promote CidiLabs to faculty (thank you, Sandra Weatherilt for using her CidiLabs skills for this upgrade)
- Holding weekly SPOT Zoom hours
- Holding occasional synchronous SPOT Zoom training and adding the recorded captioned videos to SPOT
- Updating references to the OEI rubric (which was updated in April 2020)
- Making SPOT more accessible



## Fall 2020 SPOT Survey Results

The survey's purpose was to determine how many hours faculty spend completing SPOT, partly to see if 16 hours towards Professional Growth Increment accurately reflects the time faculty invest in SPOT.

Action	Mean hours spent	Maximum hours spent
Completing SPOT 2.0 course as a student	9.89	40
Building faculty SPOT### course	30.92	250
Making revisions requested by SPOT reviewer	9.0	50
Interacting with SPOT reviewer, FCLT, IT, and/or ACCESS professionals for help building course or making revisions	3.79	15
Interacting with others (publisher reps, department members, etc.) for help building the course or making revisions	3.39	15
Other	1.13	15
Total	58.12	385

## Most challenging component of SPOT Certification

Component	Percentage of faculty
Accessibility (accurate captioning, alt tags, headers, descriptive links, color contrast, list formatting, etc.)	52.63%
Design, content presentation, and resources (navigation instructions, adding content)	28.95
Just making the time to do it	15.79
Other	2.63
Welcoming students (syllabus, Home page, orientation activities, etc.)	0
Regular & effective contact (announcements, discussions, collaborative student work, etc.)	0
Assessments (quizzes, discussions, etc. with instructions and providing feedback)	0

## Continuing Accessibility Challenges

Since completing SPOT

<b>Challenge</b>	<b>Percentage of faculty</b>
Making documents accessible	24.75%
Accurate captioning for videos	22.77
Making my Canvas content accessible (headers, images, lists, etc.)	13.86
Accurate transcripts for audio files	10.89
Making sure my publisher content is accessible	6.93
Building accessible tables	6.93
Discipline-specific accessibility issues (graphs, unique symbols, other)	6.93
Making links descriptive rather than using ugly URLs	2.97
Color contrast issues	1.98

Finally, 65.79% of responding faculty think SPOT should have a Canvas training prerequisite, even though 55.26% considered themselves either Canvas competent or a Canvas expert.