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| Logo_MtSAC_Blk_Solid_big**Distance Learning Committee**  **2021-22** |

**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** | Matthew Dawood | **X** | Michael Dowdle | **X** | L.E. Foisia | **X** | Hong Guo | **X** | Mike Hood |
| **X** | Carol Impara, co-chair |  | Tammy Knott-Silva |  | Catherine McKee |  | Stacie Nakamatsu | **X** | Michelle Newhart |
|  | Rich Patterson | **X** | Romelia Salinas, co-chair | **X** | Eric Turner | **X** | Sandra Weatherilt |  | Student Rep: To be appointed |

Guests: Ed Estes, Oli Mohammadi

## **MINUTES – November 23, 2021**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: assign themesNovember 9, 2021 |  Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | C&I accepted the following DLC minutes: 10/12/21The revised DL Amendment form was on the agenda at C&I but was tabled due to lack of time. |
| Information Technology Advisory Committee (ITAC) Report (Rich) | No meeting was held. |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | Has not met. |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) | Here is the [Harmonize Pilot Survey Report](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmtsac.co1.qualtrics.com%2Freports%2Fpublic%2FbXRzYWMtNjE4ZWZmYzIyYjU2MjYwMDBmNjJlMjk0LVVSXzhjNmpia2lubVozMGJERA%3D%3D&data=04%7C01%7Ccimpara%40MTSAC.EDU%7C3a13263c057b4c84b5cf08d9a931c7d3%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C637726854742085814%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=l3d1oXKlUKKVa4ZzILm095JtnoU2wnr4pdBgpM4I48g%3D&reserved=0) for your consideration. The FCLT recommends not adopting this tool at this time based on the current pilot.FCLT proposed training in spring (1 hour unless noted)* Ready, set, canvas (live & self-paced)
* 5 Tools to be Accessibility Champ (live, already approved, now includes Pope Tech)
* Cidi Labs 1 & 2 (already approved) being reconfigured as four 1-hour live and self-paced workshops. New names:
	+ CL1: Intro to Design Tools & Image Tool
	+ CL2: Multi Tool and Tidy Up
	+ CL3: Intermediate Design Tools
	+ CL4: Advanced Design Tools
* Accessibility in Canvas (self-paced)
* Adding new Cidi Labs 5: Cidi Labs for Course Quality (POCR) alignment
* Pronto (self-paced)
* Canvas Studio (self-paced)
* Humanizing (self-paced CVC conversion)
* Zoom (IOTL CVC conversion part 1, self-paced)

Submitted 2 workshops to Spring Flex. Renamed What’s New by term for multiple credit options.[Asynchronous online attendance guide](https://community.canvaslms.com/t5/New-Analytics-Users/Canvas-Release-New-Analytics-Online-Attendance/ta-p/474598) option in Canvas set at institutional level. Options to review. How to decide?[Online attendance overview video](https://community.canvaslms.com/t5/Canvas-New-Feature-Screencast/Release-Screencast-New-Analytics-Online-Attendance/ta-p/477981?emcs_t=S2h8ZW1haWx8bWVudGlvbl9zdWJzY3JpcHRpb258S1NIVzA4WTNEWFkwNjZ8NDc3OTgxfEFUX01FTlRJT05TfGhL)***Carol will reach out to Senate Exec. DLC will review the document and discuss at a later meeting.***Follow up [ePortfolio Report.](https://mtsac0-my.sharepoint.com/%3Aw%3A/g/personal/mnewhart_mtsac_edu/EYiInxOfiGVPpGHwNwh3mY4BzW574MmGnQa_H0Zdx2XBAQ?e=YtDFep) ePortfolio tool in Canvas will be discontinued at some point. IT and DL will work on messaging and timing.IIA, IIIC |
| Student Report  |   |
| **DL Amendment Forms** |  |
| AMLA 87CISD 40 | Not recommended. Topics off. Send to faculty for correction.Approved with accessibility checkboxes checked.IB9, IIA, IIIC |
| **Discussion**  |  |
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| Academic Senate | The next Academic Senate meeting is December 2 and the SPOT equivalency criteria will be discussed then.  |
| SPOT Hours | Salaries and Leaves approved the request to increase SPOT credit hours to 40 as of March 10, 2021.IIA, IIIC, IIIA14 |
| Portal Software Task Force – Eric Turner | Vendor announcing end of portal software in 2024. IT has selected top three replacements. Requesting faculty to join task force to evaluate best software options. The following DLC committee members volunteered.* Michelle Newhart
* Matt Dawood

***Eric Turner is DLC point of contact for this project*.** IIA, IIIC |
| CVC Student Exchange Marketing Messages | **FAQs for the CVC Exchange.**Hugo showed the DL webpage he has been creating for the CVC Exchange. It is geared toward students.DLC recommended including a separate webpage for faculty FAQs. The DLC brainstormed some questions to include. ***Hugo will create the webpage and send it out for review.***IIC, IIIC |

**Fall 2021 semester dates – 8 meetings –** as needed **(finals week, summer are possible)**

**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.

**The following courses requested that their Distance Learning Amendment forms be changed from FOMA to traditional DL. (with Department Approval)**

**JOUR 114**