Distance Learning Committee - Minutes

August 27, 2024

# Attending

| **Y/N** | **Member Name** |
| --- | --- |
| Y | Josh Cabrera |
| Y | Sable Cantus |
| Y | Katie Datko |
| Y | Luis Echeverria Newberry |
| Y | L.E. Foisia |
|  | Lauren Greenberg |
| Y | Hong Guo |
| Y | Mike Hood |
| Y | Carol Impara |
| Y | Dana Johnson |
| Y | Tammy Knott-Silva |
| Y | Catherine McKee |
| Y | Sonia Ortega |
| Y | Romelia Salinas |
| Y | Eric Turner |
| Y | Ann Walker |
| Y | Sandra Weatherilt |
|  | Sheila Wright |

**Guests:** Jannet Ortiz, Malcom Rickard, Michael Dowdle

| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| --- | --- |
| Approval of DLC minutes: [June 11, 2024](https://mtsac0-my.sharepoint.com/%3Aw%3A/g/personal/cimpara_mtsac_edu/EVI6K5We_SZBvupkYlc7jSYBQYRAPs64eCBZT0ah1RBygw?clickparams=eyAiWC1BcHBOYW1lIiA6ICJNaWNyb3NvZnQgT3V0bG9vayIsICJYLUFwcFZlcnNpb24iIDogIjE2LjAuMTczMjguMjA1NTAiLCAiT1MiIDogIldpbmRvd3MiIH0%3D&CID=2B3251E4-BF21-420E-AD18-D2D06767E1D1&wdLOR=c039AC294-61A3-4A34-98A9-0705FF3CF6CD) |  The minutes from June 11, 2024 were approved. |
| **Report:** Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | C&I will meet September 10, 2024.  |
| **Report:** Information Technology Advisory Committee (ITAC) Report  | Nothing to report. Next meeting 9/9. |
| **Report:** Office of Distance Learning & Instructional Technology Report & CVC Tech Integration Updates (Katie) | **Federal Regulations Updates:*** New reporting guidelines for attendance in DL classes are under review. Open comments closed last week. Final regulations are slated to be released on 11/1/2024. Guidelines will include new attendance reporting beginning 7/1/2025. This will put an undue strain on faculty and financial aid offices. For an overview of how this affects institutions, check out [**Phil Hill’s blog**](https://onedtech.philhillaa.com/p/it-cannot-be-automated-in-todays-environment) post or [**WCET’s overview**](https://wcet.wiche.edu/frontiers/2024/08/14/distance-education-proposed-regulations-2024-wcet-san-public-comment/) of their public comment.
* New accessibility guidelines went into effect 6/24/2024. We need to be in compliance by 4/24/2026, since it is based on the total size of our district and not the institution. Web content and mobile apps have to be accessible even if created by a vendor. [**WCET overview**](https://wcet.wiche.edu/frontiers/2024/08/02/accessibility-in-the-spotlight-do-regulations/).

**Instructional Technology Updates:*** Instructure acquired by new venture capital firm. No word yet on how this may impact Canvas or other tools.
* Lucid Tools were added into Canvas by default. These are not accessible. ODLIT will be reaching out to any faculty using these tools through Impact first and then directly.
* [**Canvas Smart Search**](https://community.canvaslms.com/t5/Smart-Search-Feature-Preview/Smart-Search-FAQ/ta-p/604415)is in development. First roll-out is supposed to be AI search tool for faculty; concerns in the CCC community about this as a student-facing feature.

**FCLT:*** Exploring doing challenges for Fall in addition to synchronous sessions.
* Working with RSI Coordinators on resources and additional training.
* **2 new workshops for DL/SPOT Recertification Approval:**
	+ ***F****rom Pedagogy to Andragogy: Teaching the Breadth of Mt. SAC Students*
	+ *Humanize Your Online Course with VoiceThread*
* Self-paced FERPA for Canvas and FERPA LTI workshops are in initial stages of development
 |
| **Report:** Educational Technology Committee (Sonia) | ETC will be meeting on 9/23/24 |
| **Report:** AssociatedStudents | No student in attendance |
| **Discussion:** Synchronizing curriculum dates (Malcolm Rickard) | * If an author wants to apply for DL – they go to DL website and follow the 3 steps and submit through Smartsheet. This process is not synchronized to the rest of the curriculum process.
* Catherine will have access to the proposals and the DLC will be able to review DL forms through WebCMS to align with the rest of the curriculum process.
* Malcolm suggested submitting DL Amendment forms by the regular 5/31 curriculum deadline to become effective fall of the following year.
* Currently authors can submit two ways - DL Smartsheet form and WebCMS
	+ Plan is to only have one process – WebCMS

 Malcolm requested an approval to synchronize the DL process with other curriculum changes, which would incur a delay (as it does with other curriculum changes) to DL approval. The committee approved synchronizing the DL process. |
| **Update:** RSI Coordinators (Mike Dowdle) | Recommendation – RSI review become part of SPOT Recertification. RSI review will be required as one of the hours for SPOT Recert. Requesting that DLC approve implementing the recommendation during Fall 2024. * Committee discussed options for faculty who are due for SPOT Recert but are not teaching online courses in their expiration year.
	+ Committee members requested an option for faculty who are not teaching online during their expiration year.
	+ Recommendation was added to the document – Faculty not teaching DL courses in the current year will be required to complete Regs Update plus 3 hours of SPOT Recert approved training.
* ACCJC will be looking at Spring 2025 asynchronous courses for RSI review.
	+ Will asynchronous lab classes be pulled? – Research reported that yes, labs that are fully online asynchronous may be pulled for RSI review.

 Committee approved the RSI requirement for SPOT Recert with the option that faculty not teaching online will complete Regs. Update and 3 hours of SPOT approved training. |
| **Update:** SPOT (Ann Walker) | * 17 faculty members have submitted SPOT and certified, 5 are awaiting, around 8-10 did @ONE equivalency
 |
| **Update:** Merged Shells Update (Mike Dowdle?) | No updates as of last Spring. All courses can be merged now as long as they are the same modality. |

# **Workshops Needing DLC Approval:**

## **Humanize your Online Course with VoiceThread**

Creating engaging online courses is not easy. In many text discussion-board based courses, students feel isolated and disconnected from their instructors and classmates. VoiceThread bridges the gaps in social presence typically found in online courses. In this workshop, educators will learn how to establish a social presence and connect with their students using VoiceThread to improve course satisfaction and student learning. We will cover all of the basic VoiceThread features, demonstrate how everything works in Canvas, showcase a variety of examples from actual courses, and have an open Q&A throughout the training.

**Committee Approved the workshop.**

## **From Pedagogy to Andragogy: Teaching the Breadth of Mt. SAC Students**

Pedagogy is the art and science of teaching children while andragogy is the art and science of teaching adults. From dual enrollment to traditional college courses, Mt. SAC professors must adapt between teaching minors and adults. In this session, learn about the differences between pedagogy and andragogy and how to implement the corresponding principles and supporting tools into your course design. Prepare to engage with other participants in this interactive session.

**Committee Approved the workshop.**

**Fall 2024 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