Distance Learning Committee - Minutes

September 10, 2024

# Attending

| **Y/N** | **Member Name** |
| --- | --- |
| Y | Josh Cabrera |
| Y | Sable Cantus |
|  | 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 |

**Guests:** Jannet Ortiz, Mike Dowdle

| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| --- | --- |
| Approval of DLC minutes:  [August 27, 2024](https://mtsac0-my.sharepoint.com/:w:/g/personal/cmckee_mtsac_edu/ETRQiirqzdtFtQTl7AaHOAEBUEbFVFmYnQhdijs-_OYkWQ?e=PZQkzo) | The minutes from August 27, 2024 were approved. |
| **Report:** Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Catherine) | C&I has not met yet. They will meet after the DLC meeting. |
| **Report:** Information Technology Advisory Committee (ITAC) Report | ITAC Meeting Sept 9, 2024   1. New Regulations: Title II of the Americans with Disability Act (ADA) 2. Audiovisual Standards Summary - Chris Rodriquez    1. Mass notifications via presentation equipment    2. Wireless presentation (tablets, phones)    3. Motorized Screens    4. Brightlink projectors (option, needs Pres approval)    5. New touch panels    6. Working on Hybrid/HyFlex in conference rooms 3. ITAC Committee Goals and Progress Report   We should have an official DLC member on ITAC   * Michael Dowdle, Eric Turner, and Katie Datko are all on ITAC. Michael Dowdle is not on DLC – he reports out on ITAC and RSI. * Catherine will follow up with Tanja regarding Michael and Sheila appointments to DLC |
| **Report:** Office of Distance Learning & Instructional Technology Report & CVC Tech Integration Updates (Katie) | **RSI Timeline & Materials:** FCLT has worked with RSI coordinators to create the RSI workflow using Smartsheet, Canvas and Qualtrics.  The RSI Self-Review Sign-Up form link will also be added to the [RSI web page](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.mtsac.edu%2Fdistancelearning%2Frsi.html&data=05%7C02%7Cjortiz265%40mtsac.edu%7Cffecfdd21e2443647df908dcd11ec67f%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C638615177314162883%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=Vh5uqpngA%2FwOSZbSJEwcCCAlWlignXs94%2B1%2BCLaMMoY%3D&reserved=0) and the [RSI page in the Canvas Faculty Center](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmtsac.instructure.com%2Fcourses%2F54%2Fpages%2Frsi&data=05%7C02%7Cjortiz265%40mtsac.edu%7Cffecfdd21e2443647df908dcd11ec67f%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C638615177314177915%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=g11scvAT4gXYf4LSkeXCHFyL1B93Ghy5HhxXQd6Pq4s%3D&reserved=0).    **Core Materials** have been built and are being finalized by RSI Coordinators in advance of first workshops on Sep 20.   * **RSI Hub Canvas course** supports each RSI criterion, overall RSI process, how to fill out the form, copy of the form to download, place to submit form to Mentor in Canvas.   Materials under development include:   * RSI templates in Cidi Labs + adoptable in Commons (under development for Week 6) * Continued development and maintenance support for RSI Hub   Four 1-hour workshops are in development. |
| **Report:** Education and Technology Committee (Sonia) | No update. |
| **Report:** AssociatedStudents | Romelia reached out to Associated Students regarding student appointment. Awaiting response on student representative. |
| **Update:** Regular and Substantive Interaction (RSI) (Mike Dowdle, Sheila Wright) | Held 1st meeting with Mentors  RSI Sign-up via SmartSheet - ready to go live  RSI Support Hub - nearly ready to go live   * Committee saw preview of the Canvas RSI Support Hub   + When faculty sign up for RSI review, they will be signed up to the Canvas course as a student   RSI Labs (workshops) coming   * Sept 20 & 27 – 12:30-1:30, 3:00-4:00 * October 18 (Forum/intensive) - 10:00-4:00   Working on an RSI “Pre” survey – do you have ideas of questions to ask? Plan to conduct a post-survey after RSI review has been completed.   * Do you think you are meeting RSI? * How comfortable are you that you are meeting RSI? |
| **Update:** SPOT Recertification (Carol Impara) | 200 faculty were to be recertified, due July 31, 2024.   * 180-185 have completed recertification process. The committee assumes the balance have retired and are no longer teaching. ODLIT will work with HR to update the list. * Faculty needing to be recertified received notification at start of school year, and faculty receive reminders throughout the year   + Department Chairs are also notified of any faculty in their department needing recertification   + Catherine will connect with Michelle Newhart to brainstorm communication ideas for recertification reminders to faculty who are due to recertify |
| **Discussion:** Student DL Survey (Romelia Salinas) | * Equity Workgroup recommended that a DL survey be conducted. * Romelia has connected with Research to have a researcher assigned to this project (Melissa Vang). The DL Survey was an action item that was discussed by DLC for this fall. * Luis Echeverria Newberry is interested in participating in the Equity Workgroup for the survey. * Carol Impara, Hong Guo, Mike Hood, Sonia Ortega willing to serve on Equity Workgroup again * Committe would like to move forward with conducting a Student DL Survey * Suggestion to have a student be part of the Equity Workgroup to provide feedback on the survey   + Canvassador?   + Romelia will look into options to get a student involved in the workgroup |
| **Discussion:** RSI Review requirement for SPOT Recertification | 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 at the 08.27.2024 DLC Meeting.  The recommendation from the DLC still needs to go to the Academic Senate.  Committee discussed approving RSI review as a 1 hour SPOT Recertification approved training hour even if the previous vote of requiring RSI Review as part of SPOT review is not approved by the Academic Senate.  Committee approved: Starting this semester, getting an RSI review can count towards SPOT Recertification even if the Senate does not mandate it. |
| **Coming soon:**   * Goals for AY 2024 - 2025 * Possible revisions to AP 4105, including removal of reference to FOMAR | Committee will work on the following two items at some point this year:   * Goals for AY 2024 - 2025 * Possible revisions to AP 4105, including removal of reference to FOMAR |
| **Review:** DL Amendment Forms  **Mike Hood**  ASCI 2 - Approved  ASCI 19 –Approved  ASCI 30 –Approved  ASCI 34 – Approved  ASCI71 - Approved  ASCI72 - Approved  ASCI 73 - Approved  ASCI 74 - Approved  MATH 11 – Fixed course title. Approved  MATH 180 - Approved  MATH 181 - Approved  MATH 280 - Approved  RESD 114 – Approved  SPCH 9 – Approved  STDY 85A – Approved  VOC EST 62 – Approved  VOC AGR 30 – Approved.  VOC AR 141 – Approved.  **Sable**  ASCI 12 – approved  ASCI 14 – approved  ASCI 16 – approved  ASCI 17 – approved  ASCI 18 – approved  ASCI 76 – approved  ASCI 94 – approved  ASCI 96 – approved  CHIN 1 – approved  CHIN 3 – approved  CHIN 4– approved  CISB 63 – approved  STDY 100 – approved  STDY 80 – approved  STDY 85C – Approved  VOC CT – approved  VOC TR 10D – Approved  VOC TR 10R - Approved  **Sandra**  ANTH 41 - Approved  ANTH 7 - Approved  ARAB 1 - Approved  ARCH 145 - Approved  ASCI 1 - Approved  BUSR 50 - Approved  LCOM 80 - Approved  MUS 35A - Approved  PSYC 10 - Approved  PSYCH 10A - Approved  READ 80 – Approved  READ 90 - Approved  VOC AGR 29 - Approved  VOC SC 11 - Approved  VOC NWE - Approved  VOC TR 10A - Approved  VOC TR 10B - Approved  VOC TR 10C - Approved  The committee recommended these courses for approval and the Distance Learning Coordinator will move the courses forward to EDC. | **Review:** DL Amendment Forms |