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/%3Aw%3A/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, 20241. 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
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| **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 MentorsRSI Sign-up via SmartSheet - ready to go liveRSI 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?
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| **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
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| **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 - ApprovedASCI 19 –ApprovedASCI 30 –ApprovedASCI 34 – ApprovedASCI71 - ApprovedASCI72 - ApprovedASCI 73 - ApprovedASCI 74 - ApprovedMATH 11 – Fixed course title. ApprovedMATH 180 - ApprovedMATH 181 - ApprovedMATH 280 - ApprovedRESD 114 – ApprovedSPCH 9 – ApprovedSTDY 85A – ApprovedVOC EST 62 – ApprovedVOC AGR 30 – Approved.VOC AR 141 – Approved.**Sable**ASCI 12 – approvedASCI 14 – approvedASCI 16 – approvedASCI 17 – approvedASCI 18 – approvedASCI 76 – approvedASCI 94 – approvedASCI 96 – approvedCHIN 1 – approvedCHIN 3 – approvedCHIN 4– approvedCISB 63 – approvedSTDY 100 – approvedSTDY 80 – approvedSTDY 85C – ApprovedVOC CT – approvedVOC TR 10D – ApprovedVOC TR 10R - Approved**Sandra**ANTH 41 - ApprovedANTH 7 - ApprovedARAB 1 - ApprovedARCH 145 - ApprovedASCI 1 - ApprovedBUSR 50 - ApprovedLCOM 80 - ApprovedMUS 35A - ApprovedPSYC 10 - ApprovedPSYCH 10A - ApprovedREAD 80 – ApprovedREAD 90 - ApprovedVOC AGR 29 - ApprovedVOC SC 11 - ApprovedVOC NWE - ApprovedVOC TR 10A - ApprovedVOC TR 10B - ApprovedVOC TR 10C - ApprovedThe committee recommended these courses for approval and the Distance Learning Coordinator will move the courses forward to EDC.  | **Review:** DL Amendment Forms |