Distance Learning Committee - Minutes

October 8, 2024

# Attending

| **Y/N** | **Member Name** |
| --- | --- |
| Y | Josh Cabrera |
| Y | Sable Cantus |
| Y | Landry Chaplot |
| Y | Katie Datko |
| Y | Luis Echeverria Newberry |
|  | L.E. Foisia – on leave until December |
| Y | Jenny Gernhart |
| 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

| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| --- | --- |
| **Approval of DLC minutes**:  September 24, 2024 | The minutes from the September 24, 2024 meeting were approved. |
| **Report:** Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Catherine) | SLOs: Some SLO-related terms are being changed. PLOs will now be known as DCOs (degree certificate objectives and AUOs are now AOs, for example.  C&I approved synchronizing DL amendment form deadlines with the regular curriculum submission deadlines. This now goes to Senate Exec.  We’re being encouraged to work towards more inclusive language in our curriculum proposals, for example writing “refer to” rather than “please see,” and thinking about pronoun use. |
| **Report:** Information Technology Advisory Committee (ITAC) Report | * Reviewed committee Goals * Status of Zoom recording deletion * Discussed employee & student surveys * GenAI pilot/training for IT stakeholders |
| **Report:** Office of Distance Learning & Instructional Technology Report & CVC Tech Integration Updates (Katie) | ODLIT/FCLT   * Revision/streamlining Distance Learning landing page * Approval needed for new workshop for SPOT Recert:   + ***The Ethics & Limitations of AI Detectors****:* This workshop will give an overview of free and institutionally supported AI Detectors through the lens of the California Community College Chancellor’s Office HUMANS Framework. While participants will be introduced to the various tools available and how they function, they will also be encouraged to discuss and evaluate how these guidelines can ensure equitable and ethical use in online assessments.   + ***Diving into Design Tools with Cidi Labs*** (Updated version of previous SPOT recert-approved workshop to accommodate newly released Design Tools.)   The committee approved ***The Ethics & Limitations of AI Detectors*** and ***Diving into Design Tools with Cidi Labs*** for SPOT Recert credit.   * Reminder that **RSI Forum** is happening on 10/18. Hybrid Event in POD Loft. Register in POD for:   + RSI Lab 1: Regular & Substantive Information & Responses   + RSI Lab 2: Regular & Substantive Feedback on Assessments   + RSI Lab 3: Facilitating Regular & Substantive Discussions   + RSI Lab 4: Monitoring Student Engagement & Success * Open House for FCLT Innovation Studio 10/18 * CVC Updates:   + [**Updated page**](https://cvc.edu/) for students   + Currently updating keyword search * [**LIFT Microcredential**](https://www.go2knowledge.org/cccco/cccco)AI microcredential; synchronous and asynchronous sessions. * [**Canvas New Discussions – Feedback/Survey**](https://community.canvaslms.com/t5/The-Product-Blog/Discussions-Help-Us-Improve/ba-p/617498) |
| **Report:** Education and Technology Committee (Sonia) | Next meeting is on Monday, October 28. |
| **Report:** AssociatedStudents | A student has not been appointed to the committee yet. |
| **Update:** Regular and Substantive Interaction (RSI) (Jenny Gerhart) | Committee received an overview of the RSI Dashboard.   * There have been more submissions coming in * 190 total number of submissions * October 18th – RSI Forum   + Around 20 registrations per session * Working to advertise RSI workshops to part-time faculty |
| **Update:** SPOT Recertification (Catherine) | 343 faculty must earn SPOT Recertification by July 31, 2025.   * Reminder emails have begun to be sent out   Question on whether the inclusion of RSI for SPOT recert has been officially sent out:   * The official communication is still being worked on, there were a few questions from the Academic Senate on the DLC recommendations that were put forward   + One concern was the recommendation specified the years 2024-2025 for RSI training, the committee approved removing the year specification since faculty can do the RSI training going forward, “training period” |
| **Update:** Accreditation and RSI(Hong Guo) | Allie can attend our October 22 meeting. |
| **Discussion:** Possible approval of neighboring CCC online certifications for SPEQ purposes (Hong) | Spring 2021 – first time SPOT Equivalency courses were reviewed and approved  Courses that were previously not approved were reviewed for changes to see if they could now be approved. Mt. SAC’s SPOT training was used as a guide as well as federal regulations.  Committee reviewed list of recommended colleges:  **Chaffey** **Citrus** **College of the Desert** **Cypress** **LACCD**  -East Los Angeles College -Los Angeles City College -Los Angeles Harbor College -Los Angeles Mission College -Pierce College -Los Angeles Southwest College -Los Angeles Trade-Tech College -Los Angeles Valley College -West Los Angeles College **Orange Coast** **San Mateo CCD** -Cañada College -College of San Mateo -Skyline college  The committee approved the list of recommended colleges that have SPEQ courses. |
| **Discussion:** [Approved DL courseswebpage](https://www.mtsac.edu/dlc/approveddlalpha.html) | How might this page be changed to make it less clunky and more user-friendly? Organize by division, department, etc.? Use links rather than thumbnails?  Katie and Catherine will work on this page offline and will bring suggestions to the next meeting. |
| **Discussion:** IAOTL meeting SPOT requirement (Catherine, Katie, Ann, Carol) | Work group to meet October 15.   * Carol, Katie, Catherine, Ann |
| **Coming soon:** DLC Goals, purpose,function | Tania Anders has put together a new form, and we will review and revise our goals, etc., once we receive the form.  We will be asked to think about whether DLC overlaps with other committees. |
| **Review:** DL Amendment Forms  **Dana**  ACCS BMS  ACCS BRWS  ACCS FMS  AIRC 20 Reached out to Fred re all 3 courses.  AIRC 25  AIRC 26  ARTD 15A  BS LRN50  HIST 3  MATH 18A  MATH 18B  SOC 20  SOC 20H  SOC 40H  **Hong**  ACCS FRWS  ARCH 102  MUSA 100  VOC AR122  VOC CS12  VOC FAB  VOC FSF  VOC HHA  VOC HTH12  VOC MFES  VOC MFPP  VOC MR01  VOC PT81  VOC SPT  VOC WLD01  **Luis**  ARTG 20  ASCI 96  BUSM 20  BUSM 50  BUSR 50  BUSR 81  BUSS 85  CHLD 66  CHLD 83  COMM C1000H  MUS 110  PHOT 10  SPAN 1  SPAN 1S  SPAN 2  SPAN 2S | **Review:** DL Amendment Forms  Approved  Approved  Approved  Not all outcomes checked, marked “No” for online Lab but then checked online modalities. Missing accessibility check box for flashing content – **Committee will approve the course once form is revised. APPROVED.**  Course title was abbreviated (Electrical Fundamentals) I corrected the title. Not all outcomes checked. Missing orientation box. Marked “No” for student interaction. - **Committee will approve the course once form is revised. APPROVED.**  Not all outcomes checked, only 1 RSI method checked. Missing accessibility checks. **APPROVED**.  Approved  Missing orientation box check otherwise Approved **(FIXED.)**  Course Title and number need to be corrected, No outcomes checked for Synchronous Emailed Allie. **APPROVED**.  Course # capitalization (Math 18A should be MATH), otherwise Approved. CORRECTED.  Course # capitalization (Math 18B should be MATH), otherwise Approved. CORRECTED.  Approved  Approved  Approved  Approved  Course # capitalization (entered as “Arch 102”; should be “ARCH 102”); NOTE: not all outcomes checked **(Fixed. APPROVED.)**  FOMA is checked; by mistake I think **Emailed Nathan Tharp. Confirmed. Unchecked it. APPROVED.**  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved – department requesting to include hybrid  This course form is not in folder  Approved  Approved  Approved – department requesting to include hybrid  Incorrect DL Form Year (correct year should be 2021), not all outcome boxes are checked. Approved.  Not all outcome boxes are checked. Approved but emailed Lucie.  Approved – form is PDF format  Approved  Missing check marks in synchronous methods outcomes boxes **Emailed C. Benoe. APPROVED.**  Incorrect DL Form Year (correct year should be 2021) Approved.  Approved  Incorrect course title, missing “Continuing” as first word in course title. Corrected and **APPROVED**.  Approved – first time submission for DL approval |

SPOT Recertification