Distance Learning Committee - Minutes

December 10, 2024

# Attending

| **Y/N** | **Member Name** |
| --- | --- |
| Y | Josh Cabrera |
| Y | Sable Cantus |
| Y | Landry Chaplot |
| Y | Michelle Newhart (in place of Katie Datko) |
|  | Luis Echeverria Newberry |
| Y | L.E. Foisia  |
| 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 |
|  | Dulcerina Penasales |

**Guests:** Jannet Ortiz

| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| --- | --- |
| **Approval of DLC minutes**: November 12, 2024 | The minutes from November 12, 2024 were approved. |
| **Report:** Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Catherine) | DLC October 8, 2024, minutes approved.The Outcomes Committee reported that they’re planning for a soft launch for faculty to use Canvas to measure outcomes in Nuventive. Training soon. |
| **Report:** Information Technology Advisory Committee (ITAC) Report  |  |
| **Report:** Office of Distance Learning & Instructional Technology Report & CVC Tech Integration Updates (Eric? Michelle?) | * FCLT scheduled Winter 2025 workshops for the last week of January and first week of February. Workshops include RSI, AI, Cidilabs, and other tools.
* K16 implementation is in progress.
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| **Report:** Education and Technology Committee (Sonia) | The November 25 meeting was cancelled because there were no urgent items to discuss. |
| **Report:** AssociatedStudents |  |
| **Update:** Regular and Substantive Interaction (RSI) (Jenny Gernhart) | * 360 people signed up
* 186 successfully completed
* 40% of those teaching in Spring have signed up, 30% have signed up and completed, 30% have not signed up at all
	+ Deans have been sent a targeted email for their staff that are teaching online in Spring
* New side-letter has been signed adding 3 hours. LHE has been increased for Sheila and Jenny.
* Suggestion to include information specific to non-credit instructors
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| **Update:** New SPOT Recertification Process? (Michelle) | We are working on moving the recertification process into an automated process managed through POD (Cornerstone). The benefits are multiple: it removes several manual processes from the coordinators and staff. It removes the need of the professors to fill out a form (and prepare for it by going multiple places to look up what can count, finding the certificates in POD etc.). This also allows us to group SPOT recertification information into the POD transcript (including the RSI review). This will restrict SPOT recertification to 1-hour workshops. (There is an option to add items manually but we would want to limit how often that is used). Since there are only 2 hours of workshops currently required in a 4-year period, this seems like a reasonable restriction.A second request: we would like to ask to assign the person the Regulations Update workshop to be in the final year of their recert cycle. This helps to maintain cohorts effectively.This is in progress and the ETA is before spring term, with the hope of finishing by end of January 2025. |
| **Update:** Accreditation and RSI(Hong Guo) | Dropping students in DL courses. Based on RSI reviews, a sizeable number of faculty are not aware of the responsibility of dropping non-participating students. Our college catalog has no specific statement related to dropping students in DL courses. We’d like to ask DLC to -1. Request Instruction Office to add relevant statement relating to dropping non-participating students in DL courses to the college catalog
2. Send out reminders to DL faculty about including the dropping information from the contract/DL Handbook in syllabi and messages such as: It’s the beginning of the 2nd week of the winter session. If you have students who haven’t been participating in the course, remember to drop them after sending out an individual email to notify.

Below are some references.Legal Reference: Education Code Sections 84500. T[itle 5 Section 58004 (c) (1) – (3)](https://www.law.cornell.edu/regulations/california/5-CCR-58004) **From the** [**Contract. 13.A.7.**](https://www.mtsac.edu/hr/facultyassociationcontract/FA-Contract_2023-24_Year_Two_of_Three_Accessible.pdf) “Dropping Students: DL professors are responsible for dropping students if they do not regularly participate in activities defined in the syllabus in 20% or more of any part of the scheduled class term prior to the established drop date for the class. Twenty percent (20%) (i.e., in class and replaced seat time) represents 3.2 weeks in a 16-week course, 1.6 weeks in an 8-week course, and 1.2 weeks in a 6-week course.”**From the** [**DL Handbook v. 5**](https://www.mtsac.edu/accreditation/) (p. 24). “According to the Faculty Contract (13.A.5), DL faculty are responsible for dropping students if they do not participate regularly in activities defined in the syllabus as 20% or more of any part of the scheduled class term prior to the established drop date for the class. Twenty percent (20%) (i.e. in class and replaced seat time) represents 3.2 weeks in a 16-week course, 1.6 weeks in an 8-week course, and 1.2 weeks in a 6-week course. The syllabus and orientation should explicitly state the activities that count toward drop and how the professor will calculate the 20% missed. Activities must demonstrate active engagement (see definition, above) and therefore a student who merely logs in to the LMS does not count as attending the course. The “Last Day of Attendance” counted in the online classroom is the last day of class participation (active engagement) by the student.”[WCET - “Last Day of Attendance”:](https://wcet.wiche.edu/frontiers/2024/03/20/major-changes-to-distance-ed-department-of-education-rulemaking-final-session-update/#:~:text=If%20the%20student%20withdraws%20without,active%20engagement%E2%80%9D%20in%20the%20course.) proposed new federal regulations: The Department proposed the following to “simplify” and improve the accuracy of determining the student’s last day of course activity:1. Require that attendance be taken in all distance education courses. While they used the word “attendance,” they still seem to mean documenting the last instance of academic engagement for each student. An exception for dissertation research courses was added.
2. Within 14 days of a student’s last date of attendance, document a student’s withdrawal date.

 8/27/2024 DLC. Katie reported the following under **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. ...

[Mt. SAC 2024-25 Catalog](https://www.mtsac.edu/catalog/pdf_ada/Mt_San_Antonio_College_PDF_24-25_Final_ADA_8724.pdf) (p. 24) – Dropping Courses and Withdrawing from the College: has no specific statement related to DL courses.  |
| **Reminder:** Starting April 1, 2025, according to a legal opinion obtained by our Academic Senate, the DLC will be required to meet on campus. |  |
| **Update:** DLC goals; purpose and function | Please review these documents, in the folder, so we can discuss them today. |
| **Update:** DL handbook | Finalized. Will be added to the DLC webpage under DL Handbook. |
| **Update:** SPOT (Ann) | SPOT Dashboard pictured above“SPOT by the numbers” for Summer and Fall TermsPeople that requested to start SPOT (by filling out the Smartsheet): 40People that requested equivalency through IAOTL: 30People that requested SPEQ: 4People that have become SPOT certified: 22People that have become certified through IAOTL: 29People that have become certified through SPEQ: 0People that are pending in their SPOT course review status: 10People that are pending in their SPEQ course review status: 1People currently in the SPOT Review Queue: 0One-on-one SPOT appointments: 39Email correspondence about SPOT: dailySPOT ReviewersFrom Tania Anders: Dana Johnson is being confirmed for 1 LHE for WinterEduardo Arvilla Bohmer is being confirmed for 1 LHE Winter and 1 LHE Spring |
| **Discussion:** IAOTL meeting SPOT requirement (Catherine, Katie, Ann, Carol) | Committee reviewed the draft recommendation and made suggestions for edit.The committee approved the recommendation. Recommendation will be forwarded to the Academic Senate. |
| **Discussion**: DLC Goals | Committee will meet in person in the Spring. Committee reviewed the current goals and made edits. The goals will be forwarded to the Academic Senate. |
| **Review:** DL Amendment Forms**Luis**PUBH 23PUBH 25CHLD 79CISW 31LENGL C1000ENGL C1000HENGL C1001ENGL C1001H**Catherine**STAT 1000SPSYC 33**Hong**BUSM 10 BUSM 81BUSM 61BUSM 62BUSO 5BUSO 25SPCH C1000**Dana**CISD 41CISP 71CISP 71LCISP 74CISW 17CISW 31LCSCI 240VOC EL10 | Review: DL Amendment Forms Approved after minor edits.Approved after minor edits.Approved.Approved after minor edits.Approved.Approved.Approved.Approved.Approved.Approved after author’s name, etc., added. ApprovedApprovedApprovedApprovedApprovedApprovedApprovedUnchecked: RSI – Providing info ... [S3]; Accessibility – LinksNo checks for formative or summative assessments – otherwise Approved. Approved with Sable’s revisions.No checks for formative or summative assessments – otherwise Approved. Approved with Sable’s revisions.No checks for formative or summative assessments – otherwise Approved. Approved with Sable’s revisions.No checks for formative or summative assessments, one checkmark outside of box – otherwise ApprovedApprovedQuestions – “No” checked for Synchronous, is a lab class but “no” checked for online labApprovedHas “mirrored course” in title, Not all outcomes checked, “no” checked for in person interaction but it’s a lab and lecture course with “no” checked for online lab. |