Distance Learning Committee - Minutes

February 25, 2025

# Attending

| **Y/N** | **Member Name** |
| --- | --- |
| Y | Josh Cabrera |
| Y | Sable Cantus |
|  | Landry Chaplot |
| Y | Katie Datko |
| Y | 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 |
|  | Eric Turner |
| Y | Ann Walker |
| Y | Sandra Weatherilt |
| Y | Dulcerina Penasales |

**Guests:** Jannet Ortiz, Melissa Vang, Michelle Newhart

| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| --- | --- |
| **Approval of DLC minutes**:  December 10, 2024 | The minutes from December 10, 2024 were approved. |
| **Report:** Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Catherine) | C&I hasn’t met yet. |
| **Report:** Information Technology Advisory Committee (ITAC) Report | ITAC hasn’t met yet. |
| **Report:** Office of Distance Learning & Instructional Technology Report & CVC Tech Integration Updates (Katie?) | * [**Online Teaching Conference**](https://onlineteachingconference.org/) Registration is open 6/16-18 * CCCO Updates   + Board of Governors’ DE Biennial DL report – coming out in Fall 2025   + ASCCC Curriculum Committee will post new statewide definitions for DL modes of instruction in the Program & Course Approval Handbook – release date TBD   + Additional Recommendations include new reporting in the CCCO Data Mart for modes of instruction   + RP Group research on modalities will be released in March   + Vision[2030 Online Teaching Learning Workplan](https://go.boarddocs.com/ca/cccchan/Board.nsf/files/DB2QVQ6B26E0/$file/attachment-vision-2030-online-teaching-and-learning-work-plan-final-v2-a11y.pdf) is available   + Spring C[CCO AI System Webinars](https://cccco.zoom.us/webinar/register/WN_V7jvRzV7RduXEyZvvJosig#/registration) 3/11 & 3/13 * Instructional Tech Updates   + K16 launched last week. Please check out the [Scaffold AI Detection](https://mtsac.instructure.com/courses/54/pages/scaffold-ai-detection) page in the Canvas Faculty Center   + Pronto is trying to get approved for statewide adoption. You can help by emailing Chancellor Sonya Christian at [*sonya.christian@cccco.edu*](mailto:sonya.christian@cccco.edu) and cc Valerie Lundy-Wagner - [*vlundywagner@cccco.edu*](mailto:vlundywagner@cccco.edu)   + PlayLab will be supported by the CCCO in the future. More information from Tiffany Kuo will be sending out information about a Mt. SAC-specific PlayLab Professional Learning Community * FCLT Trainings   + Working on Spring schedule – should be out by the first week of March   + Special thanks to Michelle Newhart for her work with RSI |
| **Student Equity Survey –** Melissa Vang | Committee met in the Fall with Melissa Vang. Melissa came up with protocol over the winter regarding the survey.   * Goal is to host of 30 possible focus groups in different modalities between 3/17-28 * The survey will be for students who took a course last term * Draft email will be sent out by 3/10 * Incentives – two $25 Amazon gift cards courtesy of Dean Romelia Salinas or if faculty would offer extra credit to students for participating in the focus groups * How will data be collected?   + Sessions will all be on zoom and transcribed.   + Maximum of 7 people per session.   + Demographic variables will also be collected * Is there an estimate of when results will be ready?   + Goal is to complete by May to get the results to board in June * Will there be a question to provide which support services students were using during their time taking online classes?   + This usually shows up in Question #5, but it can also be added into the demographic form. * Can a note be added to #5 with the online resources listed?   + Yes (example: online tutoring, online counseling, laptop loan program, library services) * Additional requests/suggestions for the demographic survey:   + Course load would be helpful to college. Number of online courses taken in a semester.   + It would be helpful to have students who have a range of DL experiences.   + How many classes have been taken online?   + Are students using CVC to find other online classes at other campuses? * Melissa offered to send the demographic form to Romelia to share out with the DLC. |
| **Report:** Education and Technology Committee (Sonia) | The committee has requested to transition to a workgroup. The rationale is enhanced flexibility, expanded collaboration with SPEAC and the Curriculum and Instruction Council, and responsiveness to emerging challenges and opportunities. |
| **Report:** AssociatedStudents (Dulcerina) | AS has not met yet. |
| **Update:** Regular and Substantive Interaction (RSI) (Jenny Gernhart) | [PAC RSI update Feb 19.pdf](https://mtsac0-my.sharepoint.com/:b:/g/personal/cmckee_mtsac_edu/EdNV9dBYfUlPqCvR4zVal3wB8IaFsIVAui2Z-pkIYvStGw?e=zl4CEA)         * The number have improved since last week. * 88.78% of faculty teaching online in winter and spring are passing. The number now is a little over 90%. * Recommendation to have RSI review to this level every few years. |
| **Update:** Update on new SPOT Recertification Process? (Michelle) | [SPOT recert proposal from FCLT](https://www.canva.com/design/DAGgIy0I3d8/f2aNVr9bGBLzCHg5uj2zWg/view?utm_content=DAGgIy0I3d8&utm_campaign=designshare&utm_medium=link2&utm_source=uniquelinks&utlId=h0f1d85aca5)   * RSI review was added as a recertification requirement * Workshops can no longer count for PGI/PGH and SPOT Recert.   + Credit must be either * FCLT /DL Department is working with POD to automate the SPOT Recertification process * Updated SPOT – SPOT revision is underway and planned release is Fall 2025   Proposed Solutions to SPOT Recert Specific Workshops:   * Address identified gaps * Identify specific series of workshops for SPOT recert and all other workshops can go back to PGI/PGH credit * Simplifying series of workshops can ease transition over to automated recert process * Leverage updated SPOT for use in new recert-specific workshops   Proposed Topics:   * Course Design * Assessments & Feedback * Equity * Accessibility * Synchronous Instruction   Considerations:   * Complete the workshops in the year it is due – not within the 4 years * Pathway can be assigned or selected – which supports automation * Regulations Update still stand-along workshop? Or could it be integrated into SPOT specific workshops.   Catherine would like to continue the discussion on SPOT recert during this semester. Catherine shared a file with the committee to start collecting ideas on SPOT recert.  DLC has the option to select which workshops count for SPOT. What happens with faculty who already took the workshops if they switch over to PGI/PGH? Do they get paid?  Contractual items for SPOT Recert – ensure it is on a 4-year cycle and removing language that says faculty can do it any time within the 4 years, but in a specific interval. |
| **Update:** Accreditation and RSI(Hong Guo) | There are no updates for Accreditation for today. |
| **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 | Submitted to Senate in December. Today they requested clarification on strategic priorities. Catherine plugged in priority numbers. |
| **Update:** DL handbook | Finalized. Has been added to the DLC webpage under DL Handbook. <https://www.mtsac.edu/dlc/dlhandbook.html> |
| **Update:** SPOT (Ann) | Winter 2025 has been a busy time for SPOT reviews. We had three SPOT reviewers working: Ann Walker, Eduardo Arvilla Bohmer, Dana Johnson.  Our team trained for many hours, then diligently reviewed SPOT courses based on the rubric. We stopped reviewing on Feb 13th (last day of Winter term) and resumed on Feb 24 (first day of Spring. During the break, the queue grew. Our Spring reviewers are Ann Walker and Eduardo Arvilla Bohmer.    “SPOT by the numbers” for Winter 2025  These numbers are since our last DLC meeting on 12/10/24  People that requested to start SPOT (by filling out the Smartsheet): 31  People that requested equivalency through IAOTL/IOTL: 4  People that requested SPEQ: 2 (Cerritos College and East Los Angeles College)  People that have become SPOT certified through our SPOT 2.0 Course: 10  People that have become certified through IAOTL: 3  People that have become certified through SPEQ: 2  One-on-one SPOT appointments: 15 (for Ann) not counting email correspondence |
| **Update:** IAOTL meeting SPOT requirement | Recommendation sent to Senate on December 10, 2024. |
| **Discussion**: Possible revision to SPOT Recertification requirements | Will be added to the next agenda. |
| **Discussion:** Official recommendation re minimum number of discussion questions? | Will be added to the next agenda. |
| **DL form review processes are changing. Training at next DLC meeting**  **Review:** DL Amendment Forms  **Josh**  BUSA 7  CISN 11  CISN 11L  GEOL 8  GEOL 8H  ID 59  MATH 160  MUS 20A  MUS 20B  MUS 21  PLGL 30  SPAN 3  SPAN 4  SPAN 53  **Mike**  BUSA 11  BUSA 68  BUSA 70  BUSA 72  BUSA 75  BUSA 76  CHLD 67L  CHLD 74  CISP 74L  FRCH 60  VOC AR147  VOCAR247  VOC ASC02  VOC BM10  VOC BM 61  VOC BM62  **Sable**  BS CNSL5  CMGT 121  CMGT 140  CMGT 150  LIBT 100  LIBT 101  LIBT 102  LIBT 110  LIBT 111  LIBT 112  PHOT 20  POLS C1000  POLS C1000H  VOC PHO20 | **Josh**  BUSA 7 - Approved CISN 11 - Approved CISN 11L - No online lab component? For a lab class? - Approved ~~otherwise~~ GEOL 8 - Approved GEOL 8H - Approved ID 59 - Approved MATH 160 - Approved MUS 20A - Approved MUS 20B - Approved MUS 21 - Approved PLGL 30 - Approved SPAN 3 - Approved SPAN 4 - Course Name: "Continuing" on COR vs "Continued" in form - Approved otherwise SPN 53 - Approved  **Mike**  BUSA 11 - Approved  BUSA 68- Approved  BUSA 70- approved  BUSA 72 - approved  BUSA 75 - approved  BUSA 76 - approved  CHLD 67L – No checked for online lab, but is a lab class. No discussions checked. Otherwise approved  CHLD 74 - no synchronous methods checked, otherwise approved  CISP 74L – Some method options not checked, but otherwise **approved**  FRCH 60 - Approved  VOC AR147 - Many method options not checked, and lab is synchronous only. Approved if this is what they really want.  VOCAR247 - Many method options not checked, and lab is synchronous only. Approved if this is what they really want.  VOC ASC02 - Approved  VOC BM10 – No student interaction but otherwise approved.  VOC BM 61 – No student interaction but otherwise approved.  VOC BM62 – No student interaction but otherwise approved.  **Sable** - Unable to review DL Amendment forms, Sable will work on this week and will update agenda. DLC approved going forward once Sable reviews. |
|  | Krupa Patel will be attending the next meeting to go over the new process for reviewing DL Amendment forms. |