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| Logo_MtSAC_Blk_Solid_big**Distance Learning Committee**  **2020-21** |

**PURPOSE:** The purpose of the Distance Learning Committee is to discuss, review, and evaluate distance learning modes of instruction, and recommend and promote best practices and new opportunities for distance learning and teaching.

**FUNCTION:** The Committee's functions are to:

* evaluate and recommend approval of Distance Learning Course Amendment Forms
* recommend policy changes pertaining to distance learning
* evaluate and promote a variety of effective practices and standards for distance learning
* provide a forum for sharing and collaboration among distance learning faculty by sponsoring informational meetings, discussions, and workshops pertaining to distance learning
* facilitate the implementation and update to the Distance Learning Master Plan
* coordinate with campus committees and other constituencies with regards to distance learning

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|  **X** | Meghan Chen, co-chair | **X** | Matthew Dawood | **X** | Michael Dowdle | **X** | L.E. Foisia | **X** | Hong Guo |
| **X** | Mike Hood | **X** | Carol Impara, co-chair | **X** | Tammy Knott-Silva |  | Catherine McKee | **X** | Stacie Nakamatsu |
|  | Michelle Newhart |  | Rich Patterson | **X** | Eric Turner | **X** | Sandra Weatherilt | **X** | Student Rep: Jem BonfiglioLeonardo Rojas |

Guests:

## **MINUTES – March 9, 2021**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: 2/23/2021 meeting – assign themes | Approved with minor corrections. |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | No report – meeting for first time this afternoon |
| Information Technology Advisory Committee (ITAC) Report  | Has not met.  |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | Has not met. |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) |  |
| Student Report  | No report.  |
| **DL Amendment Forms** |  |
| DL Faculty Workgroup Recommendations | The spring DL faculty workgroup met on March 5, 2021. Please review recommendations (below) and vote to accept/approve the recommendations.**The DLC accepted the workgroup recommendations and approved the course amendment forms.**IB9, IIIC, IIA |
| **Discussion**  |  |
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| SPOT reinstatement | This process has been moved forward to C&I.IB9, IIA |
| SPOT for fall | FOMAR is ending and SPOT will be required for fall. Campus scheduling for fall is optimally going to be 80% in person and 20% online. Nonetheless, we anticipate increased need for SPOT completions. We are advocating for increased reassigned time for SPOT evaluators for summer and fall in order to meet demand.  |
| SPOT Recertification Activity | Make Your Online Course Exemplary with CVC Quality ReviewIIA, IIIC, IIIA14 |
| Resolution on Faculty Primacy of Modality | Discussion. Most faculty in favor of this resolution. Some reservations expressed by managers. Moved forward to C&I without suggested revisions.IB9, IIA |
| Student facing DL webpage | Revising to help students to know what to expect (asynchronous vs synchronous). Will define forms of REC for students. Asking to form workgroup for content and tone.Workgroup participants: Hong Guo, Jem Bonfiglio, L.E., MattIIA, IIB, IIC, IIIC |
| New Federal regulations for out of state students  | Federal regulations pertaining to state authorization tie our compliance with Title IV financial aid funding. The college is responsible for asking the state that is home to an out-of-state student permission to enroll that student in our online classes. State Authorization regulations apply to 49 other states and all U.S. territories. New federal regulations require programs that lead to professional licenses must also meet state requirements for all other states, a potentially onerous process. There are a variety of other requirements including public notification.The following states have issued exemptions or have no oversight for online programs in other states. Therefore it is acceptable for Mt. SAC to enroll students from these states. Alabama AlaskaArizonaColoradoHawaiiLouisianaNew JerseyNevadaNorth CarolinaTexasVirginiaWashingtonWisconsinShould Mt. SAC pursue approval from other states to accept Mt SAC programs that lead to professional licensure in those states?As part of a community college, the DLC does not believe the mission of the college is to provide education throughout the country. Additional funds for personnel to support this process would be needed. In the current precarious fiscal situation, the DLC does not recommend pursuing out of state authorizations.IB9, IIA  |
| Video recording via Zoom | Cabinet workgroup report. Cabinet, then shared governance will review suggestions, which will include topics such as:* California is two-party consent state. Considering if faculty should not record online meetings.
* Schedule of classes may state if synchronous class will be recorded.
* Consider accessibility.
* Training sessions for students on how to take notes instead of recording online meetings.
* Suggest timeline for deleting recorded records or files.
* Publicize that an event will be recorded ahead of time.
* Professors who have recorded a demo own that recording.
* If there is a recording of students, do professors own that recording? Do we need student consent to record? Is that recording part of student records? Need to check with legal.
* Also reviewing existing APs about recordings.
* Want systematic and easy-to-implement process for recordings.

IB9, IIC, IIIC |
| AP 4105 | Our tasks this week were to:1. Review the AP and determine if there are additional sections we should include, or sections we should eliminate. This will enable us to know exactly what needs to be revised.

DiscussionImportant to add: Equity; Synchronous; Use of College LMS; Substantive Change1. Review the REC Task Force recommendations to update the REC section of the AP. This section has already been approved by the Senate, but was never integrated into a final version and published. Review the recommendations – this is the first section we will discuss for next week.

Discussion – not addressed at this meeting.Provide new regulatory language. We will need to integrate REC Task Force, new regulatory language, and what we have learned about synchronous teaching into this sectionNext task: Reorganize sections and get approval (Carol/Catherine/Sandra)Review new regulatory language and REC section (everybody)IB9, IIA |
| Canvas Studio | Tabled until next meeting |
| Faculty Facilitators | Tabled.  |

**Spring 2021 semester dates – 8 meetings –** as needed **(finals week)**

**DLC Meetings - 2nd and 4th Tuesdays at 1:15 – 2:45 PM online via Zoom**

DLC website: https://www.mtsac.edu/dlc/

DLC listserv: dlc@mtsac.edu

# **DLC Accreditation Themes:**

* IB9. Assuring Academic Quality and Institutional Effectiveness Academic Quality – Engages in continuous, broad based, systematic evaluation and planning
* IIA. Instructional Programs – Uses delivery modes, including DL, in support of equity
* IIB. Library and Learning Support Services – Provides library and other learning support services to support educational programs, including DL
* IIC. Student Support Services – Evaluates and demonstrates that student support services support student learning in various modes, including DL
* IIIC. Technology Resources – Provides support in the use of technology
* IIIA14. Human Resources – Provides all personnel with appropriate opportunities for continued professional development.

# **Workgroup Review Recommendations**

**March 5, 2021 Meeting**

Participants: K. Allende; S. Burgoon; D. Chavez; K. Coreas; S. Doonan; L.E. Foisia; M. Hood; C. Impara; D. Rowley

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| **Course Reviewed** | **Workgroup Action** | **DLC****Review** |
|  **Smartsheet** |   |  |
| AD 82 | Approved with minor changes | 3/9/21 |
| LIT 11A |  Return to faculty –Missing too many topics | ----- |
| LIT 11B |  Return to faculty –Missing too many topics | ----- |
| MENT 58D |  Approved with minor topic edits, hours edits | 3/9/21 |
| PHIL 15 |  Approved with edits see comments | 3/9/21 |
| PHIL 15H |  Approved with edits see comments. Add honors statement. Check accessibility boxes | 3/9/21 |
| SIGN 231 |  Approved with edit week 16  | 3/9/21 |
| SIGN 232 |  Approved with edits to weekly totals and topics week 7 and 16 | 3/9/21 |
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|  **DL Form** |   |  |
| MATH 5 | Approved with edits to topics weeks 4 and 16 | 3/9/21 |
| MATH 7 |  Approved with topic edits to weeks 12-16 | 3/9/21 |
| MATH 13 | Approved with edits; add Application problems as separate topic entry | 3/9/21 |
| MATH 14 |  Repeat week 14 topic in week 15; remove Review and Exam as topics | 3/9/21 |
| MATH 15 | Approved  | 3/9/21 |
| MATH 16 |  Approved with topic edit to week 1 | 3/9/21 |
|  MATH 18 |  Approved with add missing topic to week 5 | 3/9/21 |
|  MATH 18A |  Approved | 3/9/21 |
|  MATH 18B |  Approved with add Final Exam to week 16 and check department meeting box | 3/9/21 |
|  MATH 51 |  Approved with topic edits; see comments | 3/9/21 |
|  MATH 71 |  Approved with topic edits in weeks 1 and 5  | 3/9/21 |
|  MATH 71A |  Approved with addition to week 2, edit week 8 | 3/9/21 |
| MATH 71B | Approved | 3/9/21 |
|  MATH 110H |  Approved  | 3/9/21 |
|  MATH 110S |  Low hours. COR says 270 and this has 238 – add 1.5 - 2 hours per week. Approved with revision | 3/9/21  |
|  MATH 120 |  Approved with minor punctuation edits | 3/9/21 |
|  MATH 180 |  Approved | 3/9/21 |
|  MATH 181 |  Approved with edit to week 3 topic | 3/9/21 |
|  MATH 260 |  Approved; remove topic from LO in week 12 | 3/9/21 |
|  MATH 280 |  Approved | 3/9/21 |
|  MATH 285 |  Approved | 3/9/21 |
|  MATH 290 |  Approved | 3/9/21 |
| MFG 110 |  Approved with edit week 16 | 3/9/21 |
| MFG 120 |  Approved with add hours to CO week 1, add lab final exam; add two lab topics see comments | 3/9/21 |
| MFG 130 |  Approved with minor edits weeks 14 and 16 | 3/9/21 |
| MFG 140 |  Approved with lab topic edit week 10 and 15, also week 16 | 3/9/21 |
| MFG 160 |  Approved with lab final exam edit week 16 | 3/9/21 |
| MFG 180 |  Approved with edit to week 16 | 3/9/21 |
| MFG 210 |  Approved with edits weeks 4 and 16 | 3/9/21 |
| MFG 250  |  Approved with edit week 16 | 3/9/21 |
|  MICR 1 |  Multiple missing lecture topics. Send back to faculty to add – see comments | ----- |
|  MUS 10A |  Approved with edits Midterm on COR added to week 8 edit to week 16March 4, 2021, 12:58 PMMinor edits:Weeks 5 & 6: topicWeeks 7, 8, 11, 12 & 14: punctuation | 3/9/21 |