



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

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	X	Catherine McKee	X	Stacie Nakamatsu
X	Michelle Newhart	X	Rich Patterson	X	Eric Turner	X	Sandra Weatherilt	X	Student Rep: Jem Bonfiglio Leonardo Rojas

Guests: Elizabeth Lobb

MINUTES– May 11, 2021

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: 4/27/2021 and 5/4/2021 meeting – assign themes	Approved.
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol)	DLC minutes of March 23, 2021 accepted Proctoring Workgroup report approved at C&I and moved to Academic Senate IB9
Information Technology Advisory Committee (ITAC) Report (Rich)	Minutes from prior meeting were approved. Michael Carr (Director of Academic Technology) gave the committee an update of the work being done by the IT department to prepare the offices and classrooms for return to campus. Michael also gave the committee an update on the study that is underway to determine whether to convert students to the Office 365 email platform.
Faculty Learning Activities Committee (FLAC) Report (Catherine)	POD Loft is being remodeled to make it more Zoom friendly. Lianne noted more full-time faculty engagement because faculty no longer must come to campus to attend POD training. In fall 2021 we are likely to see much POD training available via Zoom. Possible topics for summer and fall 2021 include: <ul style="list-style-type: none"> • Use of Canvas for on-campus classes • Sustainability

	<ul style="list-style-type: none"> Canvas Intensives <p>FLAC meets again May 21 and 28. IIA, IIIC, IIIA14</p>
Faculty Center for Learning Technology (FCLT) Report (Michelle)	<p>Reviewing and renewing licenses. Pronto - surveying users; may swap for different tool. Will review Harmonize for summer pilot. Signed multi-year contract for CidiLabs and expanded to include TidyUp in Navigation (cleans up Files area). Otter will discontinue in June. Zoom has integrated Live Transcription. FCLT will create support for new tools. FCLT Bytes blog posts weekly. Recent emphasis on Zoom process. Speaking with POD and IT about how to implement procedures. Recent updates include indicating in Zoom to publish recordings. Discussion on whether students should be able to download recordings to share. Word Accessibility self-paced training now available through Cornerstone. – put forward for SPOT recertification, below IIA, IIIC, IIIA14</p>
Student Report	Ethnic studies courses are currently in the works and will debut Fall 2022.
DL Amendment Forms	
DL Faculty Workgroup Recommendations	<p>The spring DL faculty workgroup met on April 30 and May 7, 2021. Please review recommendations (below) and vote to accept/approve the recommendations. <i>The DLC approved the faculty workgroup recommendations and recommended the approved courses be moved to EDC</i> IB9, IIA, IIIC</p>
Discussion	
Academic Senate	<p>SPOT reinstatement passed 78% Y 14% N Academic Senate Report submitted IB9, IIA</p>
SPOT Recertification	<p>Word Accessibility - self-paced training now available in POD Connect <i>Approved for SPOT recertification</i> IIA, IIIC, IIIA14</p>
SPOT Equivalencies	<p>The DLC reviewed the findings of SPOT equivalency by Hong Guo and Elizabeth Lobb. There is no exactly equivalent training; SPOT is unique because it is competency based. DLC discussed whether recency of training should be considered. DLC also noted that Mt. SAC has very rigorous accessibility standards. <i>The DLC recommends that other college trainings be considered for SPOT equivalency, but that there should be some kind of Mt SAC based qualifier included. Recommendations will be considered next meeting.</i> IB9, IIA, IIIC, IIIA14</p>
CVC Student Exchange Implementation	<p>There are now nine Teaching Colleges. Mt. SAC to join summer or fall 2021. Now category 8 as priority registration on AP 5055.</p>

	What messaging should go to CVC Student Exchange students? IIA, IIC, IIIC
Promoting Online CTE Programs/Guided Pathways	Mapping online pathways for certificates. Meeting scheduled for May 27.
AP 4105	Topic tabled due to lack of time

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 April 30, 2021 Meeting

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

Course Reviewed	Workgroup Action	DLC Review
Smartsheet		
ACCS ILPLS	Approved, remove hyphens	5/11/21
ACCS ILSHS	Approved, remove hyphens	5/11/21
ACCS ILSRR	Approved, remove hyphens, spelling corrections	5/11/21
BS ABE01	Approved	5/11/21
VOC AGR29	Approved with edits	5/11/21
VOC EL12	Approved	5/11/21
VOC EL54A	Approved (check that last page is not filled out)	5/11/21
VOC EL54B	Approved (check that last page is not filled out)	5/11/21
VOC EL56	Approved	5/11/21
VOC EL74	Approved, check spacing week 6	5/11/21
VOC EL76	Approved	5/11/21
VOC PHO14	Does not match COR – change COR to match credit	-----
VOC PHO15	Approved with topic correction week 8, hours correction week 6, check last page not filled out	5/11/21

VOC PHO16	Approved with change week 7 lab and hours, check last page not filled out	5/11/21
VOC PHO18	Approved with delete faculty signature	5/11/21
VOC TCH60	Approved with topic edits (add quotation marks)	5/11/21
SIGN 101H	Approved	5/11/21
SIGN 220	Approved with topic edit week 8, 14-16	5/11/21
DL Form		
ANTH 1L	Approved with student to student contact – add GW per faculty (4/30)	5/11/21
ARTC 140	Already reviewed – ignore this version	-----
BIOL 6	Approved with topic edits	5/11/21
BIOL 13	Approved with add student to student contact – contact faculty	5/11/21
BIOL 100	Approved with topic changes	5/11/21
BIOL 101	Approved with topic changes	5/11/21
BIOL 101H	Approved with topic changes, change hours to match BIOL 101	5/11/21
CSCI 220	Approved with minor edits weeks 3, 13, 16	5/11/21
DN-T 28	Not approved – needs twice as many hours	-----
DN-T 30	Approved with reduce hours by 1 per week, minor edits	5/11/21
DNCE 22 0.5 – 1 unit	Not approved - Used DNCE 24 Topics – cut hours slightly - redo	-----
DNCE 24 1-2 units	Not approved - Used DNCE 22 topics – cut hours slightly - redo	-----
HIST 28	Approved with edits weeks 4 and 16	5/11/21

Workgroup Review Recommendations May 7, 2021 Meeting

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

Course Reviewed	Workgroup Action	DLC Review
Smartsheet		
ACCS 25	Approved (credit)	5/11/21
ACCS 26	Approved	5/11/21
ACCS ESL25	Approved with edits weeks 8-10	5/11/21
DSPS ESL26	Approved	5/11/21
ENGL 8B	Approved with topic and hours corrections	5/11/21
GEOL 7	Approved with check New box, check accessibility boxes	5/11/21
GEOL 9	Approved with check New box, capitalization	5/11/21
VOC AGR02	Approved with add lec topic to week 7 lab topic to week 14, final exam to week 16	5/11/21
VOC AGR32	Approved with updates to week 12	5/11/21

VOC FSH25	Approved	5/11/21
THTR 26	Approved with corrected lab topics, accessibility boxes checked, add LAB abbreviations weeks 8, 16	5/11/21
DL Form		
AERO 98	Approved with edit to final exam	5/11/21
AGOR 73	Approved	5/11/21
AGPE 73	Approved	5/11/21
ANIM 130	This is the new course but old WebCMS – bring back with new WebCMS	-----
ANIM 131	This is the new course but old WebCMS – bring back with new WebCMS	-----
ANIM 132	Approved	5/11/21
ANIM 137A	Approve with remove final exam in lab	5/11/21
ANIM 140	Approved with edit spacing in week 15 lab topic	5/11/21
ANIM 141	This is the new course but old WebCMS – bring back with new WebCMS	-----
ANIM 146	Approved	5/11/21
ANIM 148	Approved	5/11/21
FIRE 6	Approved with edits week 14 and 16	5/11/21
FIRE 7	Approved with edits weeks 8, 16	5/11/21
FIRE 10	Approved with edits to week 1 and 15 and 16	5/11/21
JOUR 115	Approved with edits weeks 5-7	5/11/21
JOUR 116	Approved	5/11/21
R-TV 19A	Approved with edits weeks 16	5/11/21
R-TV 19B	Approved	5/11/21
R-TV 22	Approved with add REC student to student, edits weeks 11, 16, add CO time – contact faculty	5/11/21

The following courses requested that their Distance Learning Amendment forms be changed from FOMA to traditional DL.

**COUN 1H
COUN 2
COUN 20
COUN 51
COUN 54
LEAD 55**