



Distance Learning Committee

2018-19

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	Ron Bean		Meghan Chen, co-chair		Matthew Dawood	X	Michael Dowdle	X	Edwin Estes
X	Hong Guo	X	Carol Impara, co-chair	X	Catherine McKee	X	Stacie Nakamatsu	X	Michelle Newhart
X	Richard Patterson		Jeanne-Marie Velickovic	X	Sandra Weatherilt				Student Rep

Guests: Eva Figueroa

MINUTES – May 28, 2019

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: 5/14/19 meeting – assign themes	Approved
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol)	DLC minutes of April 9, 2019 were accepted.
Information Technology Advisory Committee (ITAC) Report (Rich)	No meeting
Faculty Learning Activities Committee (FLAC) Report (Catherine)	There will be a meeting during Finals week
Faculty Center for Learning Technology (FCLT) Report (Michelle)	
Student Report	Associated Students doesn't have a representative.
DL Amendment Forms	
CISN 71	Approved
CISN 72A	Approved
CISN 73A	Approved
CISN 74A	Approved
HRM 59	Return to developer to correct hours
HRM 74	Return to developer to correct hours
PLGL 102	Approved with minor corrections
PLGL 103	Approved with minor corrections
SPCH 2	Return to developer to correct topics

SPCH 9 SPCH 30	Approved Approved IB9, IIA
Discussion	
Academic Senate Update	A Year End Report has been submitted to Exec and will be reviewed at the June 6 meeting. The committee discussed the report findings. IB9
REC Task Force Update	Task Force met May 15.
NameCoach Demo	This tool has not been installed. Tabled until next meeting.
Process to Trigger Substantive Change	ACCJC has streamlined this process since the last time the committee addressed this process. The proposal in OneDrive dates to 2014. The DL Coordinator will update the process and bring it back to the committee for discussion in the fall. IB9
Equity Rubric	Instruction suggested that Carol approach Research and POD regarding this Rubric. POD had started an Equity Certificate but has not pursued this topic for faculty outside the New Faculty Seminar. The committee discussed the rubric and determined that use of a rubric like this should be part of a larger conversation about equity in the classroom. The committee is looking to find ways to connect with other faculty groups to discuss how equity is addressed in pedagogy. IIA
June 11 Meeting	The committee will meet to review POD classes that will count toward SPOT recertification. IIIA14, IIIC
Announcements:	

Spring 2019 semester dates –8 meetings –3/12, 3/26, 4/9, 4/23, 5/14, 5/28, 6/11 (finals week)

DLC Meetings - 2nd and 4th Tuesdays at 1:05 – 2:35 PM in 6-226A

DLC website: <http://www.mtsac.edu/instruction/learning/distlearn/>

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.