



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

Guests: Romelia Salinas, Eva Figueroa

MINUTES – June 11, 2019

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: 5/28/19 meeting – assign themes	Approved
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol)	DLC minutes of April 23, 2019 and May 14, 2019 were accepted.
Information Technology Advisory Committee (ITAC) Report (Rich)	ITAC Meeting (June 3, 2019) <ul style="list-style-type: none"> • Chris Schroeder was present to review and get final approval for both <ul style="list-style-type: none"> ○ AP371 Information Security Standards ○ BP3721 – Information Security Policy ○ Committee approved the edits suggested at the last meeting • ITAC Goals for 2018-2019 <ul style="list-style-type: none"> ○ The goals for the upcoming year were approved with one small wording change to Goal #1 • Dale Vickers presented the ITAC Technology Master Plan to PAC. It was well received. • Two ASAG (Administrative Systems Advisory Group) meeting minutes were handed out for review. (March 19 and May 21)
Faculty Learning Activities Committee (FLAC) Report (Catherine)	Committee will meet Friday, June 14.
Faculty Center for Learning Technology (FCLT) Report (Michelle)	FCLT posted two surveys this week, one for faculty and one for students. So far 200 faculty and 1200 students have responded, with good representation from all over campus. Students love Canvas, want their instructors to use Canvas, and report they are most likely to ask

	<p>their instructors for help in Canvas. The majority of students use the mobile app, the To Do list, and a Dashboard that faculty do not see. 80% of faculty rated FCLT as very important or indispensable. The survey ends Friday June 14.</p> <p>FCLT is sponsoring open labs at end of semester.</p>
Student Report	Associated Students doesn't have a representative
DL Amendment Forms	
<p>FCS 51 HRM 59 – resubmitted for hours HRM 74 – resubmitted for hours JOUR 100 – 4 year review PSYCH 3</p>	<p>Approved Approved Approved Approved Approved</p> <p>IB9, IIA</p>
Discussion	
Academic Senate Update	<p>Highlights from the Year End Report were delivered at the June 6 meeting. The report is still in Exec and will be shared at the beginning of fall.</p> <p>IB9</p>
CVC-OEI	<p>DL was awarded the two grants for "Online CTE Pathways" totaling \$500,000. It will go for Board approval at the end of the month. There will be a total of six teams created to achieve the grant goals, and volunteers are needed to lead and join the teams. Members of the DLC are invited to take leadership roles. Planning should start at the end of the month.</p> <p><i>Meghan and the DL Coordinators will meet over the summer to plan next steps. If anyone on the DLC wants to participate, please contact Meghan or Carol.</i></p> <p>IIA, IIIC</p>
POD Courses to Count Toward SPOT Recertification	<p>The Academic Senate President, Chisa Uyeki, indicated DLC may determine pertinent POD courses for SPOT recertification. POD provided an Excel spreadsheet of courses provided between August 1, 2016 and the present (1950 sections). To prepare for DLC review, Carol edited the spreadsheet to 175 sessions, removing obviously inappropriate courses like department chair training, Banner training, etc. The DLC determined which of the 175 courses can count toward SPOT recertification. Examples included: Canvas introduction and migration courses through 2018 to encompass online certified instructors who were moving from Moodlerooms to Canvas; course design courses; accessibility courses; technology tool courses; courses on student interaction. 98 different course sections were approved.</p> <p><i>Carol will update the sheet and contact POD.</i></p> <p>IIIA14, IIIC</p>
NameCoach Demo	Hugo demonstrated the basics of NameCoach.
Title V Grant	<p>Mt. SAC is applying for another Title V grant, coordinated through the grants office. This 5-year grant will have a theme of professional development. The grant has seven "strands" (areas of focus), of which distance learning is one. Carol and Meghan have both spoken with Adrienne Price about DL needs and roles. If awarded, the grant would start when the CVC-OEI grant ended, therefore enabling some funds to carry on some of the activities started by the CVC-OEI grants.</p>

Process to Trigger Substantive Change	Tabled - The DLC co-chairs will work on this over the summer. IB9
Announcements:	

Fall 2019 semester dates –8 meetings –8/27, 9/10, 9/24, 10/8, 10/22, 11/12, 11/26, 12/10 (finals week)

DLC Meetings - 2nd and 4th Tuesdays at 1:15 – 2:45 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.