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| Logo_MtSAC_Blk_Solid_big**Distance Learning Committee**  **2019-20** |

**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** | Ron Bean | **X** | Meghan Chen, co-chair | **X** | 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 |  | Tammy Knott-Silva | **X** | Sandra Weatherilt |  |  |  | Student Rep:  |

Guests: Dianne Rowley, Eva Figueroa, Romelia Salinas, Kat

## **MINUTES – JUNE 9, 2020**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: 5/26/2020 meeting – assign themes | Approved |
| **Reports:** |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | C&I does not meet in summer |
| Information Technology Advisory Committee (ITAC) Report (Rich) | ITAC did not meet |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | FLAC did not meet |
| Faculty Center for Learning Technology (FCLT) Report (Michelle and Eva) | The FCLT continued to serve transitioning faculty during this busy time. * Build Better Courses with CidiLabs scheduled for June 16 & 17 (asking for SPOT recertification: see below)
* SPOT Recertification Intensive scheduled for July 23
* Live FOMAR workshop scheduled for August 4
* Wednesday and Thursday office hours continue to be offered
* Integrating Otter.ai captioning
* Researching VITAC live captioning
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| Student Report  |   |
| **DL Amendment Forms** |  |
|   | We did not review DL Amendment forms this meeting. DL Amendment forms will be reviewed by a faculty workgroup this summer and fall and will submit their recommendations to the Distance Learning Committee for approval.IIA, IIIC |
| **Discussion**  |  |
| Academic Support | Use of tutoring, library, and academic support have decreased since remote instruction started. Students are often reluctant to access them. Learning Assistance faculty members are gathering resources to support faculty across campus in normalizing student help-seeking behaviors this fall.Official syllabus statements are being gathered from academic support centers and the library so instructors can import these into their syllabi and Canvas courses.  Also, best practices for integrating academic support resources into courses were collected from faculty at the November 15, 2019 "Inclusion Summit" academic support breakout session. These resources will be available in the Canvas Faculty Center to encourage faculty to normalize help seeking behavior in their courses. IIB, IIC |
| Synchronous Best Practices | Report finalized. “Guidelines for Synchronous Online Instruction” was sent to all faculty on June 10.IB9, IIA, IIIC |
| SPOT recertification | Recertification workshop July 23 – see belowProposed: OEI rubric and alignment module for recert creditProposed: Screencast-o-MaticProposed: Cidi Labs All these proposals were approved as SPOT Recertification activities.Proposed: OTC attendanceSince OTC will not furnish proof of attendance, OTC 2020 was not approved for SPOT recertification.IIA, IIIC, IIIA14 |
| SPOT  | SPOT now has over 400 faculty signed up. Many faculty are not proficient in Canvas. FOMAR suggested as Pre-requisite to SPOT. DLC decided that a 2-hour “Introduction to Canvas” or “Canvas Basics” would suffice as a pre-requisite for SPOT.IIA, IIIC, IIIA14 |
| Noncredit  | Noncredit workgroup met 5/20 and 6/3. The workgroup has clarified the different types of noncredit course offerings. Mirrored noncredit courses can use the current DL Amendment form. The workgroup will continue to determine noncredit needs and create a DL form if necessary. IB9, IIA, IIIC |
| Live Captioning  | Otter.ai has been purchased and launched for synchronous classes. Please see report in OneDrive.IIC, IIIC |
| CVC OEI (California Virtual Campus Online Education Initiative)  | Synopsis of new Master Agreement. See highlighted items.* Local implementation of CVC Exchange no later than June 2023
* Establish a local POCR process
* Align at least 20% of online course within two academic years.
* Develop additional online courses that fill critical gaps as outlined by CVC OEI management team
* Ongoing accessibility, student support services

Deadline has been extended.IB9, IIA, IIIA, IIIC |
| **Announcements:** |  |
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**Spring 2020 semester dates –8 meetings –**2/25, 3/10, 3/24 (cancelled due to campus pause in instruction), 4/14, 4/28, 5/12, 5/26, 6/9 as needed **(finals week)**

**DLC Meetings - 2nd and 4th Tuesdays at 1:15 – 2:45 PM in 6-226A**

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.

EVENTS:

**TUESDAY JUNE 16 1-3pm**

**WED JUNE 17 11am-1pm**

**Build Better Courses, Faster with CidiLabs DesignPLUS in Canvas!**

Use this new tool in Canvas to create better design easily and simplify layout, assignment dates, and steps for accessibility.

**THURS JULY 23 SPOT RECERT INTENSIVE**

2pm-6pm Workshops:

Creating Videos with Screencast-o-matic

What’s New in Canvas

5 Tools to Make You an Accessibility Champ

Regulations Update for SPOT Recertification

**TUESDAY AUG 4  CANVAS PRE-SEMESTER INTENSIVE**

AM: Canvas Basics 10am-12pm

PM: Activities for REC (1-2pm), Assignments & Grades (2-3pm)

*These workshops count as equivalencies for FOMAR training*