



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

x	Ron Bean	x	Meghan Chen, co-chair		Matthew Dawood	x	Michael Dowdle		Edwin Estes
x	Hong Guo	x	Carol Impara, co-chair	x	Catherine McKee		Stacie Nakamatsu	x	Michelle Newhart
x	Richard Patterson	x	Tammy Knott-Silva	x	Sandra Weatherilt				Student Rep:

Guests: Diane Rowley, Eva Figueroa

MINUTES – JULY 28, 2020

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: 6/9/2020 meeting – assign themes	Approved
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol)	No C&I meetings are held over the summer.
Information Technology Advisory Committee (ITAC) Report (Rich)	ITAC does not meet over the summer
Faculty Learning Activities Committee (FLAC) Report (Catherine)	FLAC met 7/23 and discussed Fall scheduling. Catherine asked POD to continue to offer Canvas 101/102 in POD Connect. POD etc should advertise FCLT office hours.
Faculty Center for Learning Technology (FCLT) Report (Michelle and Eva)	FCLT did SPOT recertification July 23. FCLT also coordinated with POD to update FOMAR in mid-July to correct minor issues. Cidi Labs trainings continue. Otter.ai trainings provided by Otter. Live version FOMAR to be offered August 4. ScreenCast o Matic, Cidi Labs trainings on August 5. Otter training on Aug 6. Two trainings offered at Fall Flex Day Online. ConferZoom to be renamed TechConnect Zoom in Winter 2021. Will have local control over subaccounts but can still use TechConnect as Help Desk. New LTI also available (new look, integrates into calendar). Concerns about timing and new look.

	<p>Working on more self-paced content. Will release FCLT blog. Please note that Help Desk ticketing is best way to manage help requests for FCLT. Office hours well attended over summer.</p> <p>IIA, IIIC</p>
Student Report	
DL Amendment Forms	
DL Faculty Workgroup Recommendations	<p>The summer DL faculty workgroup met on 6/25 (orientation) and reviewed courses on July 8, 15, and 22. The workgroup is meeting every Wednesday and aims to review 30 courses per session unless there is an item requiring lengthy discussion.</p> <p>Workgroup course recommendations (below) were approved by DLC and the DL Amendment forms for these courses will be moved forward to EDC.</p> <p>IB9, IIA, IIIC</p>
Discussion	
Noncredit Workgroup	<p>A faculty workgroup to discuss noncredit courses was formed and met 7 times over the summer. Report and form in OneDrive. Findings: The Noncredit DL Amendment Form workgroup recommends the following:</p> <ol style="list-style-type: none"> 1. That STV, ESL, EOA, and AWD use the current DL Amendment form; 2. That the Correspondence Amendment form created by the workgroup be used by ABE; 3. That noncredit faculty receive SPOT training in order to teach online after the emergency campus closure ends. <p>The DLC recommends the use of the proposed Correspondence DL form for ABE courses. This recommendation will be sent to C&I.</p> <p>IB9, IIA, IIC, IIIC</p>
WebCMS	<p>DL Amendment form launching in WebCMS as Supplemental Form. FOMA Definitions included in WebCMS.</p> <p>IIIC</p>
SPOT	<p>Catherine reported on SPOT progress. See full report, below.</p> <p>Highlights:</p> <ul style="list-style-type: none"> • 412 sign-ups since March 3, 2020 • 48 faculty were SPOT certified between March 3 and July 28, 2020 • 72 courses now in review queue (29 in some stage of review, 43 unreviewed – submitted by June 10) <p>SPOT Team will be updating SPOT:</p> <ul style="list-style-type: none"> • Mike will be adding links to parts of his OEI course for faculty to review as examples of good online teaching practice • Sandra will use CidiLabs to beautify some SPOT pages • We are working on a new format for the rubric • Catherine will be making other changes such as updating references to the OEI rubric, which was updated again earlier this year

	<p>Ask for more PGI for SPOT certification? Catherine will administer simple survey to recent completers.</p> <p>Accept certifications from other colleges? The committee seemed satisfied with our current set-up including recognition of the designated @ONE certifications (but not college versions thereof).</p> <p>IIIC</p>
SPOT recert	<p>Recert workshop held July 23</p> <p>IB9, IIIA14, IIIC</p>
FOMAR/Canvas Intensive	<p>Live FOMAR/Canvas Intensive to be held August 4</p> <p>IB9, IIIA14, IIIC</p>
CVC OEI (California Virtual Campus Online Education Initiative)	<p>The CVC OEI has been tasked by the state to oversee all the online offerings of California Community Colleges and therefore are quite overextended. Highlights of Master Agreement are:</p> <ul style="list-style-type: none"> • Local implementation of CVC Exchange no later than June 2023 (we are on track) • Establish a local POER process (we submitted in June and are waiting for updates) • Align at least 20% of online course within two academic years (this would be a huge challenge) • Develop additional online courses that fill critical gaps as outlined by CVC OEI management team (some question about this) • Ongoing accessibility, student support services (these are being introduced) <p>IIA, IIIC</p>
Class Schedule wording	<p>The wording <u>Meeting Times</u> with "Web" are Asynchronous Online Classes: No set class meeting times are required and students complete course requirements independently.</p> <p>The DLC felt this may give students the impression that these are independent study courses and recommend changing this wording to be clearer.</p> <p>IIA</p>
Announcements:	

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
- **IIIB. Library and Learning Support Services** – Provides library and other learning support services to support educational programs, including DL
- **IIIC. 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 July 8, 2020 Meeting

Participants: K. Allende; K. Coreas; L.E. Foisia; M. Hood; C. Impara; C. Lopez; D. Rowley

Course Reviewed	Workgroup Action	DLC Review
AHIS 6H	Approved (minor corrections)	7/28/20
BUSM 10	Approved with corrections to hours	7/28/20
BUSS 50	Approved with corrections to hours	7/28/20
CHLD 51	Approved (minor corrections; add LO)	7/28/20
CHLD 69	Approved with corrections to hours: contact faculty to increase hours 7/10: Done (CI)	7/28/20
CHLD 71A	Approved (minor corrections)	7/28/20
CHLD 72	Approved (minor corrections)	7/28/20
CHLD 73	Approved (minor corrections)	7/28/20
CHLD 74	Approved (minor corrections)	7/28/20
CHLD 75	Approved with corrections to hours: contact faculty to reduce hours and resend as Word document 7/16: Done (CI)	7/28/20
CHLD 79	Approved (minor corrections)	7/28/20
CHLD 85	Approved (minor corrections)	7/28/20
CHLD 86	Approved with corrections to hours: contact faculty to reduce hours 7/10: Done (CI)	7/28/20
FASH 17	Approved (minor corrections)	7/28/20
FCS 41	Approved (minor corrections)	7/28/20
HIST 16	Approved (minor corrections)	7/28/20
HUMA 1H	Approved (minor corrections)	7/28/20
MATH 160	Approved (minor corrections)	7/28/20
MENT 40	Approved (minor corrections)	7/28/20
POLI 2	Approved (minor corrections)	7/28/20
POLI 5	Not Approved - Only 12 weeks described. Sent back to faculty (7/10). Scheduled workgroup re-review 7/29	-----
POLI 9	Approved (minor corrections)	7/28/20
PUBH 28	Approved (minor corrections; add AN, LO)	7/28/20
RESD 102	Approved (perfect)	7/28/20
SIGN 239	Approved (minor corrections)	7/28/20
SIGN 240	Approved (minor corrections)	7/28/20
SOC 14H	Approved (minor corrections)	7/28/20

SPCH 2	Approved with corrections to hours: contact faculty to increase week 1 hours to 12 7/10: Done (CI)	7/28/20
SPCH 8	Approved with corrections to hours: contact faculty to increase week 1 hours to 12 7/10: Done (CI)	7/28/20
SPCH 8H	Approved with corrections to hours: contact faculty to increase week 1 hours to 12 7/10: Done (CI)	7/28/20

Workgroup Review Recommendations July 15, 2020 Meeting

Participants: K. Allende; K. Coreas; L.E. Foisia; M. Hood; C. Impara; C. Lopez; D. Rowley

- Recommendations from July 8 Meeting Approved
- Workgroup discussion on noncredit hours begun. To continue 7/22

Course Reviewed	Workgroup Action	DLC Review
ADJU 6	Approved	7/28/20
ADJU 38	Approved after adding topic Control Laws: contact faculty for placement. 7/17: Emailed (CI)	7/28/20
ADJU 59	Approved (add LO)	7/28/20
AHIS 8	Approved (add LO, delete hours in column 4)	7/28/20
AHIS 12H	Approved (add LO, delete hours in column 4)	7/28/20
CUL 102	Approved (final week reflect lab parity exam)	7/28/20
CUL 103	Approved (final week reflect lab parity exam)	7/28/20
CUL 107	Approved (final week reflect lab parity exam)	7/28/20
CUL 108	Approved (final week reflect lab parity exam)	7/28/20
CUL 110	Approved (final week reflect lab parity exam)	7/28/20
CUL 116	Approved (final week reflect lab parity exam)	7/28/20
CUL 117	Approved (final week reflect lab parity exam)	7/28/20
CUL 118	Approved (final week reflect lab parity exam)	7/28/20
(Contact CUL professor to doublecheck parity and contact Curriculum with corrections)		
LIT 1	Approved	7/28/20
SIGN 260	Approved (add LO, LEC to weeks)	7/28/20
SPCH 6	Approved	7/28/20

Workgroup Review Recommendations July 22, 2020 Meeting

Participants: K. Allende; K. Coreas; L.E. Foisia; M. Hood; C. Impara; C. Lopez; D. Rowley

- Recommendations from July 15 Meeting Approved.
- Workgroup discussion on noncredit hours. Statement: Noncredit courses' estimated time on task is based on a range of hours (high and low end) indicated on the COR. Out of class hours are not required for noncredit courses. DL Amendment forms reflect either the minimum or maximum contact hours on the COR; actual scheduled instruction may vary.

Course Reviewed	Workgroup Action	DLC Review
ACCS 1LCS	Approved (add LO)	7/28/20
ACCS ILMS	Approved	7/28/20
ACCS MBS	Approved (add AN, LO)	7/28/20
ESL CITZ NAT	Approved	7/28/20
ESL FOUND	Approved	7/28/20
OAD BHTH1	Approved (update LO in activities)	7/28/20
VOC BA75	Approved	7/28/20
VOC BA76	Approved	7/28/20
VOC BM20	Approved	7/28/20
VOC BM60	Consult with faculty about activities, spec. QZ time and no LEC. (Done: CI) Updated DL Amendment form.	7/28/20
VOC BM62	Confusion over topics. Reintroduce next meeting (7/29)	----- -
VOC BO25	Consult with faculty about activities, spec. QZ time and no LEC. (Done: CI) Updated DL Amendment form.	7/28/20
VOC CNT60	Approved	7/28/20
VOC CNT62	Approved	7/28/20
VOC CPBC1	Approved	7/28/20
VOC CPNET	Approved	7/28/20
VOC MIT	Approved	7/28/20

Wording in the Schedule of Classes. Is this confusing?

Meeting Times with "Web" are **Asynchronous Online Classes**: No set class meeting times are required and students complete course requirements independently.

SPOT report to DLC, July 28, 2020

Data:

- Sign-ups: 412 sign-ups since March 3, 2020
- Review queue: 72 courses
 - 29 in some stage of review, 43 unreviewed
 - 2 reviews paused (included in 31 total)
 - All courses submitted prior to June 6 have had at least an initial review (some courses submitted June 1 beginning review)
 - 16 unreviewed courses submitted by June 10 (one of those not teaching fall)

SPOT Team will be updating SPOT (no closure):

- Mike will be adding links to parts of his OEI course for faculty to review as examples of good online teaching practice
- Sandra will use CidiLabs to beautify some SPOT pages
- We are working on a new format for the rubric

- Catherine will be making other changes such as updating references to the OEI rubric, which was updated again earlier this year

Ask for more PGI for SPOT certification? Catherine will administer simple survey to recent completers.

Accept certifications from other colleges?

PCC accepts SPOT in lieu of their training:

It's Maureen Davidson here over at PCC. I hope you all have been surviving the chaos that has ensued these past few months. Our little DE department is finally able to come up for air, briefly. It has been a long few months. I know things will ramp up as we move closer and closer to Fall.

I wanted to share more about our training we are require at PCC since I imagine we are all getting similar requests from adjunct faculty about training at other colleges.

Anyone teaching Summer or Fall courses that is not DE certified at PCC is required to take our [Self-Paced DE Training \(5hr\)](#). If they have completed the IOTL course through @One or another college they can use proof of completion as equivalency and do not have to complete our Self-Paced DE Training (5hr).

To become fully DE certified at PCC these are the options (this would be for teaching online and hybrid courses after this remote period ends):

OPTION 1**:

Complete the 8-week PCC Online Teaching Certification (OTC) course. You can register for Fall.

[Register for Fall 2020 OTC, 9/21/20 - 11/15/20](#)

OPTION 2:

Complete the [12-week @One Online Teaching and Design \(OTD\) course](#) (**ALL SUMMER SECTIONS ARE FULL. They will have additional sections available in Fall**)

OPTION 3:

You would need to complete the 4-week courses through @One. We require these 4 specific 4-week online courses.

- [Introduction to Online Teaching and Learning](#) or [Introduction to Course Design](#)
- [10-10-10: Communication](#)
- [Assessment in Digital Learning](#)
- [Creating Accessible Course Content](#)

OPTION 4:

Equivalency – We can review prior certifications/training you may have completed at another college and compare to our requirements. You may also be asked to submit a course review of an online course you have created elsewhere as part of the equivalency review.

**Our 8-week OTC course is based on the @One 12-week Online Teaching and Design (OTD) course. We took @One's 12 week course and removed some material. All the Outcomes are still the same though. It is asynchronous but not Self-Paced. Each section is taught by 2 facilitators, 1-PCC DE faculty member and 1 DE staff. This summer we enlisted the help of other DE faculty to facilitate the courses since we offered so many sections.

Here is the badge information they will earn at course completion: [PCC's Online Teaching Certification Badge](#). Here is the registration page that includes additional course information: [8-week PCC Online Teaching Certification \(OTC\)](#)

For successful completion of the PCC OTC course the student must achieve all 4 items:

- get a 70% or higher in the course
- submit a course plan based on the COR that includes assessments tied to SLOs
- submit 1 completely built out orientation module
- submit 1 completely built out content module

Currently we accept Mt. SAC's SPOT as equivalent to ours. An instructor indicated you do not accept PCC's certification as equivalent to Mt. Sacs. Can you clarify that? Ours is pretty comprehensive. As we get more and more details from colleges I'm compiling a Master list of how other college's trainings compare to ours. We don't want people to have to complete redundant training if possible.