



# 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

Eric Turner	Romelia Salinas, co-chair	Matthew Dawood	Michael Dowdle	L.E. Foisia
Hong Guo	Mike Hood	Carol Impara, co-chair	Tammy Knott-Silva	Catherine McKee
Stacie Nakamatsu	Michelle Newhart	Rich Patterson	Sandra Weatherilt	Student Rep: Not assigned yet

Guests:

### MINUTES – SPECIAL VIRTUAL MEETING – August 16, 2021

AGENDA ITEM	DISCUSSION/COMMENTS
Minutes	There are no minutes for this special meeting
<b>Reports</b>	
<b>No reports</b>	<b>This is a special meeting for DL Form review and approval. No reports are scheduled for this meeting.</b>
<b>DL Amendment Forms</b>	
DL Faculty Workgroup Recommendations	<p>The summer DL faculty workgroup met on July 9, 16, 23, and 30, 2021. Please review recommendations (below) and vote to accept/approve the recommendations under my comment in the OneDrive folder. Approving the workgroup recommendations is the point of this special meeting. The courses can then be moved to EDC for review and approval. See example from February 2021 I placed in OneDrive folder as reference only.</p> <p><b><i>The DLC accepts the recommendations by the faculty DL Amendment workgroup. The courses are now approved to be moved to EDC. The DLC would like to thank the members of the workgroup for their outstanding work this past year.</i></b></p> <p><b>IB9, IIA</b></p>
<b>Discussion</b>	
<b>No discussion scheduled</b>	<b>This is a special meeting for DL Form review and approval. No discussions are scheduled for this meeting.</b>

Fall 2021 semester dates – 8 meetings – as needed (summer and finals week)

DLC Meetings - 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays at 1:15 – 2:45 PM in person or online via Zoom

DLC website: <https://www.mtsac.edu/dlc/>

DLC listserv: [dlc@mtsac.edu](mailto: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 July 9, 2021 Meeting

Participants: S. Burgoon; D. Chavez; S. Doonan; L.E. Foisia; H. Guo; M. Hood; C. Impara

Course Reviewed	Workgroup Action	DLC Review
<b>Smartsheet</b>		
ANIM 146	Approved	8/16/21
ITAL 4	Approved with transfer to correct template and check accessibility boxes, hours correction week 1	8/16/21
LCOM 90	Resubmit next week with assignments	-----
STDY 85A	Approved; check REC etc.	8/16/21
STDY 85C	Approved	8/16/21
VOC AGR50	Approved	8/16/21
VOC AR101	Approved	8/16/21
VOC AR122	Approved	8/16/21
VOC AR141	Approved	8/16/21
VOC AR147	Approved with hours correction	8/16/21
VOC AR222	Put on hold; L.E. will follow up – rescheduled July 23	-----
VOC AR247	Approved	8/16/21
VOC AR250	Approved	8/16/21
VOC BM85	On hold	-----
VOC FSF	Approved with add lab topic week 13	8/16/21
VOC PH11A	Approved with changes to topics, exam abbreviation	8/16/21
VOC PH11B	Approved with topic edit, review for REC etc.	8/16/21
VOC PHO09	Approved with topic and hours edits multiple weeks	8/16/21
VOC PHO10	Approved with topic and hours edits in multiple weeks	8/16/21
VOC PHO14	Approved with topic changes and hours edits weeks 12, 13	8/16/21

VOC PHO17	Approved	8/16/21
VOC PHO20	Approved with edits to topics, hours, abbreviations	8/16/21
VOC PHO21	Approved with edits to topics, hours week 1	8/16/21
VOC PHO24	Approved with edits to topics	8/16/21
VOC PHO28	Approved with edits to topics and hours multiple weeks	8/16/21
VOC PHO30	Approved with edits to topics and hours	8/16/21

## Workgroup Review Recommendations July 16, 2021 Meeting

Participants: S. Burgoon; K. Coreas; S. Doonan; L.E. Foisia; H. Guo; M. Hood; C. Impara

Course Reviewed	Workgroup Action	DLC Review
<b>DL Form</b>		
AGAN 51	Approved with add topic to week 10 – see comments	8/16/21
ANIM 100	Not recommended – send COR to Steve to redo – rescheduled July 30	-----
ANIM 108	Approved with modify lab and lecture topics	8/16/21
BTNY 3	Approved with replace lab topic in week 12 and add hours to lab	8/16/21
FIRE 8	Not recommended. Needs add REC, replace topics in weeks 11-16 – check final exam status – rescheduled July 30	-----
FIRE 12	Approved with add lab topics and hours. Check with faculty.	8/16/21
LIBR 1	Approved with edit week 7, add title	8/16/21
LIBR1A	Approved with edit multiple weeks, add title	8/16/21
NURS 1A	Approved	8/16/21
<b>Smartsheet</b>		
ANIM 122	Approved with edit week 16	8/16/21
ANIM 130	Approved with minor edits	8/16/21
ANIM 131	Approved with edit week 16	8/16/21
ANIM 132	Approved with edit week 16	8/16/21
ANIM 140	Approved with edit week 16	8/16/21
ANIM 141	Approved with edit week 16 – remove F2F	8/16/21
ANIM 148	Approved with edit week 16 – remove F2F	8/16/21
ESL PRONA	Approved	8/16/21
ESL PRONB	Approved	8/16/21
ESL PRONC	Approved	8/16/21
LCOM 90	Not recommended – topics don't match. Check with faculty – there is a current DL Form so do this in Fall	-----
LING 2	Approved, alert Instruction there is no final exam on COR	8/16/21
READA	Approved with minor topic edits	8/16/21
READB	Approved	8/16/21

READC	Approved	8/16/21
VOC ID10	Approved	8/16/21

## Workgroup Review Recommendations July 23, 2021 Meeting

Participants: D. Chavez; K. Coreas; L.E. Foisia; M. Hood; C. Impara

Course Reviewed	Workgroup Action	DLC Review
AGHE 62B	Not recommended – edit lecture topics and remove 1 hour per week – rescheduled July 30	-----
AGPE 71	Approved with corrections to topics and hours – see comments	8/16/21
AIRM 65B	Need revision – add final exam and five LEC topics, repeat lec and lab topics in empty spots, add 7-8 hours per week – address in Fall	-----
AIRM 72	Approved with remove two hours per week, and revise topics in weeks 1 and 16	8/16/21
AIRT 203L	Approved with remove two hours per week, minor topic edits week 16	8/16/21
CITZ NAT	Approved	8/16/21
ESL FDN	Approved	8/16/21
ESL LANG3	Approved	8/16/21
ESL LVL1	Approved	8/16/21
ESL LVL2	Approved	8/16/21
ESL LVL3	Approved	8/16/21
ESL LVL4	Approved	8/16/21
ESL LVL5	Approved	8/16/21
ESL LVL6	Approved	8/16/21
ESL PLVL1	Approved	8/16/21
ESL TOEFL	Approved	8/16/21
FIRE 9	Not recommended for approval; change topics, add REC, remove F2F for online – now 9 REC – rescheduled July 30	-----
MICR 1	Approved with add 1.5-2 hours per week	8/16/21
MUS 22	Approved	8/16/21
VOC AR222	Approved with edit title	8/16/21

## Workgroup Review Recommendations July 30, 2021 Meeting

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

<b>Course Reviewed</b>	<b>Workgroup Action</b>	<b>DLC Review</b>
ACCS 31	Approved with topics corrections	8/16/21
ACCS 33	Approved with topic corrections, see week 7 and others, and check accessibility checkboxes	8/16/21
ACCS 34	Approved with change ACCS 34 in title and edit week 16	8/16/21
AGHE 62B	Approved with remove F2F	8/16/21
AIRM 66A	Approved with title correction, hours week 1 and topic correction week 16	8/16/21
ANIM 100	Approved	8/16/21
ANIM 115	Approved with change to Fully and Partially Online, topics corrections, remove extra activity indicators	8/16/21
DNCE 22	Approved with edit week 16	8/16/21
DNCE 24	Approved	8/16/21
DN-T 28	Approved with minor topics corrections	8/16/21
ENGL 1A	Approved with topic corrections, added	8/16/21
FIRE 12	Approved with remove 1 hour per week	8/16/21
FIRE 2	Approved with check dept meeting, remove F2F for fully online or add partially online	8/16/21
FIRE 8	Approved with add missing topic to week 6 and remove F2F or add partially online	8/16/21
FIRE 9	Approved	8/16/21
JOUR 108	Approved with add topics per comments, change to Fully and Partially Online	8/16/21
KINI 34	Approved with topic corrections see comments	8/16/21
MUS 103	Approved with replace topic Midterm in week 8	8/16/21
MUS 103H	Approve with replace topic Midterm in week 8	8/16/21
R-TV 41	Approved with check department box, change to fully and partially online, minor edit week 16	8/16/21
SOC 36	Not recommended for approval – check WebCMS version and correct topics and title as needed	-----
SPAN 63	Approved with add final exam to week 16 and contact instruction	8/16/21
THTR 20	Approved with add topic week 8, see comments	8/16/21
THR 22	Approved with topic correction week 16, check accessibility checkboxes	8/16/21