



# Distance Learning Committee

## 2017-18

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

### MINUTES – October 24, 2017

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: 10/10/17 meeting	Minutes approved
<b>Reports:</b>	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Sandra)	-
Information Technology Advisory Committee (ITAC) Report (Rich)	-
Faculty Professional Development Committee (FPDC) Report (Hong)	-
Faculty Center for Learning Technology (FCLT) Report (Michelle)	FCLT had our Open House on Tuesday 10/17 1:00 p.m. – 3:00 p.m. in 6-261. Thank you for attending.
Student Report (Josh Aligam)	-
<b>DL Amendments Forms</b>	
<p>The following courses were sent out to DLC members for review via Google Docs on 10/16:</p> <p>CHEM 9 **</p> <p>HRM 70*</p> <p>HRM 66*</p> <p>HRM 64*</p> <p>HRM 61*</p> <p>HRM 57*</p> <p>HRM 56*</p> <p>HRM 53*</p> <p>HRM 52*</p> <p>HRM 51*</p> <p>*4-year review</p> <p>**New DL course</p>	<p>Courses Approved.</p> <p>Revision made to the template for CO-Course Orientation and moved from Mechanics Column to Pedagogy Column.</p> <p>Course orientation activities allow the professor to identify that students are actively participating in the course.</p> <p>Upcoming courses for 11/14/17 meeting. In Google Docs: BUSM 66</p> <p>BUSM 52</p> <p>BUSM 51</p> <p>MUS 15</p> <p>ADJU-5</p> <p>ADJU-2</p> <p>DLC has approved 25 courses as of 10/24/17</p> <p>19 courses in the queue for future meetings and possibly more to come.</p>

AP 4105	<p>Discussion started.</p> <p>Suggestion for adding use of the College's LMS as entry point for all course content for purposes of authentication. The current AP4105 does not have this specific language.</p> <p>Discussion for other revisions will be continued at the next meeting. A Google Doc will be shared with the Committee to gather comments and input.</p>
SPOT refresher	<p>Discussion/Brain Storming</p> <ul style="list-style-type: none"> <li>• How many years? 3-year cycle?</li> <li>• Learning tracks already in POD</li> <li>• Special topics through POD</li> <li>• Attendance at Online Teach Conference (OTC), @One courses</li> <li>• Specific courses, online modules (FCLT)</li> <li>• Self-evaluation</li> <li>• Approval by Academic Senate</li> </ul>
SPOT Update	<p>In an effort to make updates to SPOT, Carol announced that SPOT will be closed temporarily after Thanksgiving and reopened in Winter 2018. This down-time will allow the Coordinators to make updates. Carol has communicated with all faculty currently enrolled in SPOT and will be working with those who have deadlines to teach in Winter and Spring. Thanks Carol.</p>
<b>Announcements:</b>	

Fall 2017 semester dates – Sep 12, Sep 26, Oct 10, Oct 24, **Nov 14**, Nov 28, Dec 12 (Finals Week) **7 meetings**

DLC Meetings - 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays at 1:05 – 2:35 PM in LTC – 261

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

DLC listserv: [dlc@mtsac.edu](mailto:dlc@mtsac.edu)