



## DISTANCE LEARNING CENTER

MINUTES FOR DECEMBER 8, 2009

**Members Attending:**

X	Shanti Atashpoush	X	Dwight Ayle	X	Terri Beam, co-chair	X	Meghan Chen, co-chair		Will Daland
	Mike Dowdle	X	Tamra Horton	X	Mary Johnson	X	Paul Kittle		Charles McGruder
X	Rich Patterson	X	Carol Webster	X	Jill Wilkerson		Student (vacant)	X	Barry Andrews

### RECOMMENDATIONS

Recommendation	Rationale
<p>The Distance Learning Committee recommends the following:</p> <ul style="list-style-type: none"> <li>• The word “mandatory” be removed from the language of the course Schedule Note; the words “orientation to course” should be used instead. It is recommended that DL professors use alternative means for delivering an orientation to their Distance Learning course, which requires some student action, in activities such as:               <ul style="list-style-type: none"> <li>○ face-to-face meeting (optional)</li> <li>○ online orientation in Blackboard course with interactive component(s)</li> <li>○ first week activity, such as a Scavenger Hunt or quiz about your syllabus</li> <li>○ completion of an online tutorial about using Blackboard that gives notification to the professor that the student has completed it</li> <li>○ message to and from students in your course, using Mt. SAC email <b><i>Mt. SAC email is to be used for all official College email communications.</i></b></li> </ul> </li> <li>• Students should not be dropped from the Distance Learning course for non-attendance at a first week orientation meeting; student attendance at a first meeting of a traditional course takes precedence over attending an orientation meeting of a DL course when there is a time conflict involving the two courses.</li> <li>• For finalizing course rosters at the beginning of the term, it is recommended that for 16-week classes, professors initiate a first-week activity that requires student action to confirm student enrollment in the course. For short-term classes, the deadline for student action to confirm student enrollment will be shortened accordingly. The professor then has the option to add students until the end of the Add/Drop period.</li> </ul>	<p>Currently, many Distance Learning courses hold a “mandatory” on-campus meeting during the first week of the term, which is communicated to students in the course Schedule Note. Often there is a time conflict between the “mandatory meeting” time of a DL course and the regular meeting time of a traditional course, resulting in the student missing one of their first meetings of a course and being dropped from one of the courses for non-attendance. [Traditional course meeting times are coded into Banner while the “mandatory meeting” times are not coded, so time conflicts cannot be resolved by Banner.] Students and faculty do not know which meeting the student is to attend in order to keep enrolled in both courses.</p> <p>The original intention of the “mandatory meeting” in DL courses was to familiarize students with the online environment, design and tools of the course, academic rigor and requirements of the course, and to build a sense of community among students and professors. A secondary, unintentional practice emerged: for professors to finalize their Distance Learning course rosters at the “mandatory meetings.” The purpose of orienting students to the DL course is still relevant, and there are many different ways to accomplish the goals of the original “mandatory meeting.”</p> <p>Faculty need to finalize enrollment in their DL courses early in the term, so that they may add students who are wishing to add the course. In absence of an on-campus meeting, professors need to receive a confirmation in some manner from continuing students in order to effectively manage the class enrollments.</p>

### COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments
None.			

### MINUTES

Item	Discussion/Comments	Outcome
<b>Review of Minutes</b>	November 24 2009.	<b>Approved.</b>
<b>Membership Change</b>	Rich Patterson has been appointed to fill the manager position on the DLC.	Information only.
<b>Changes to SPOT</b>	Our recommendation for “Changes to SPOT” was approved by the Academic Senate on December 3. Kristina Allende commended the	Information only.

	DLC for its idea of transitioning SPOT training to the web.	
<b>AP 3720</b>	A copy of AP 3720, Computer and Network Use, was distributed. Information regarding Mt. SAC email communications pertains to Distance Learning, and the section on passwords, access codes or account names addresses the authentication mandate.	ITAC will revise AP 3720 in Spring 2010.
<b>Accreditation Self-Study Draft</b>	Meghan drafted responses to ACCJC Distance Learning evaluation questions and emailed the seven page document to the committee for review.	DLC was asked to give feedback by e-mail or through the portal group to Meghan by December 11. Meghan will assume consent if there is no response.
<b>DLC Goals 2009-2010</b>	<p>Task groups have worked on:</p> <ul style="list-style-type: none"> <li>• Bb practices – Carol and Dwight have begun documenting Bb procedures and current practices.</li> <li>• Bb Basics training – Carol, and Dwight have created Bb Basics Online with feedback from Terri and Paul. It is a self-paced web version of the Bb Basics Training currently offered on campus in a two session POD workshop.</li> <li>• Focus group event – Event will be held on Friday, March 19, 2010 in Founders Hall, and all faculty and staff will be invited. Meghan shared ideas on components for the day and discussed the title.</li> </ul>	<ul style="list-style-type: none"> <li>• DLC will send questions, additions, and other information to Carol.</li> <li>• PDC has approved the training. An announcement will be made to the faculty.</li> <li>• Details, ideas, and questions will be developed on the portal. An announcement will be sent during Winter Intersession, an additional announcement will be sent to DL faculty, and another reminder will be given on Flex Day.</li> </ul>
<b>Future Meetings – Spring 2010</b>	Tuesday, February 23; March 9, 23; April 13, 27; May 11, 25 1:05 – 2:35 p.m., LTC-261	

Cc: Curriculum & Instruction Council