



## DISTANCE LEARNING COMMITTEE MINUTES FOR NOVEMBER 8, 2011

**Members Attending:**

X	Shanti Atashpoush	X	Meghan Chen, co-chair		Will Daland	X	Mike Dowdle		Edwin Estes
	Jean Garrett	X	Mary Johnson, co-chair	X	Paul Kittle	X	Rich Patterson	X	Sandra Weatherilt
X	Carol Webster	X	Jill Wilkerson		Student		X	Loralyn Isomura, recorder	

### RECOMMENDATIONS

Recommendation	Rationale/Background

### COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments

### MINUTES

Item	Discussion/Comments	Outcome
<b>Review and approve DLC minutes of 10/25/11 meeting</b>		<b>Approved.</b>
<b>Moodlerooms Update</b>	<p>Both workshops held on November 4<sup>th</sup> were successful. Due to the limited amount of seats, it is highly recommended that faculty reserve their seats if they are interested in attending a future workshop.</p> <p>Carol worked with Lance Heard, in the Professional and Organizational Department (POD), on the Winter schedule for Moodlerooms (MR) bootcamp. The schedule will be posted on the POD calendar soon. The one-on-one mentoring sessions with Emily Danler (Moodlerooms) will be on a first-come, first-served basis in 6-148. Faculty will be requested to limit their time to 15-30 minutes with Emily, based on the number of faculty awaiting their turn. Meghan suggested to have "open-lab" time available on January 4<sup>th</sup>, in addition to the mentoring sessions with Emily. Having an "open-lab," with OLSC support, will also encourage faculty to come in and build courses in Moodlerooms.</p> <p>Paul and Carol advised that any questions regarding Moodlerooms should be directed to Paul and/or Carol for two important reasons: 1) every call being made to Emily directly is being tracked and counted towards her time per MR</p>	Carol will finalize workshop and mentoring schedule and request POD to attach the schedule to their announcement email.

	<p>contract with Mt. SAC, and 2) directing questions through OLSC will allow for the group build their knowledge of Moodlerooms.</p> <p>For the Spring 2012 semester, IT will populate courses in both Blackboard and Moodlerooms. Faculty will need to inform students which Learning Management System (LMS) they plan to use and will need to make sure students are logging into the correct LMS. Faculty should give clear instructions to students on how to navigate through Moodlerooms. DLC suggests to provide instructions about Moodlerooms for students on the portal under the Student tab and E-Learning Tools tab.</p>	
<b>Division Meetings Presentations</b>	<p>Meghan and Mary are offering a 15-minutes presentation of Moodlerooms at division/department chair meetings. So far, they were invited to and have presented Moodlerooms to the Humanities &amp; Social Sciences Division. They are also scheduled for the Business Division meeting on Thursday, November 17<sup>th</sup>, and the Technology &amp; Health Division meeting on Thursday, December 8<sup>th</sup>. Along with the presentations, they will also be handing out the Moodlerooms newsletter.</p> <p>Loralyn will hand out the Moodlerooms newsletter at the next Division Admins meeting on Thursday, December 1<sup>st</sup>.</p>	Information only.
<b>DL Student Survey &amp; Faculty Survey</b>	<p>In addition to the Distance Learning (DL) survey that will be deployed to students, DLC would like to develop a DL survey for faculty. The goal of the surveys are to determine how the campus community sees the DL program and what changes/improvements we can make for the future of the program.</p>	Tabled for further discussion.
<b>Academic Senate Resolution to Distance Learning</b>	<p>Academic Senate is preparing a resolution to present to DLC.</p>	Information only.
<b>DL Cohort</b>	<p>The first cohort group will be those using Moodlerooms for their Winter 2012 courses. Deadlines will be set for developing courses.</p>	Information only.
<b>Award of Exemplary DL Course at Mt. SAC</b>	<p>An award to showcase exemplary Distance Learning course was discussed, potentially given at DL Conference in Spring 2012 or Flex Day, Spring 2012.</p>	Information only.
<b>DL Conference</b>	<p>Meghan and Mary would like to start preparing for "Distance Learning" conference, using the DL survey results from students and faculty to help develop topics. Conference will take place in</p>	Information only.

	Spring 2012.	
<b>Standing Items:</b>		
<b>EDC/C&amp;I</b>	Tabled.	
<b>ITAC Report</b>	Tabled.	
<b>FPDC Report</b>	Sign up for your Flex workshops through POD.	Information only.
<b>Next Meeting</b>	December 13, 2011 and February 28, 2012	
<b>DLC Meetings – 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays at 1:05 – 2:35 PM in LTC-261</b>		
<b>DLC website: <a href="http://www.mtsac.edu/instruction/learning/dlc/">http://www.mtsac.edu/instruction/learning/dlc/</a></b>		
<b>DLC listserv: <a href="mailto:dlc@mtsac.edu">dlc@mtsac.edu</a></b>		
<b>DLC group on Group Studio</b>		

Cc: Curriculum & Instruction Council