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DATE: September 11 2019

TO: College Committees and Selected College Programs

FROM: Bill Scroggins, Ph.D., President/CEO

SUBJECT: **PLANNING FOR 2019-20 [NEW PROCEDURES] - REVISED**

The President’s Advisory Council (PAC) seeks to maintain a systematic mechanism for documenting and reviewing the important work taking place at committee and program levels. We want to reflect this work in our reporting of institutional effectiveness. As a result, we are asking that each committee use the college-wide goals and complete the following:

* Purpose and Function Statement Only. Your committee’s latest PAC-approved Purpose and Function Statement is attached to this email. ***Please make changes directly to this file* using strikethrough for deletions and bold and underlined for additions**. The purpose, function, and membership of a council/committee cannot be changed without approval by the President’s Advisory Council. If your council/committee believes that changes are warranted, they need to be recommended during this annual review process. As a reminder, if you need to change your purpose and function statement, or add/delete members to your committee, Senate committees must have Senate approval before the request is made through the President’s Advisory Council. ***Note there is no longer a need to include goals on the Purpose and Function Statement, please remove them. Goals only need to be listed on the Committee Goals and Progress Report.***
* Committee Goals and Progress Report. Use the attached template to *document the goals and accomplishments* that your committee/program worked on this year. You will note the first Goal has been completed for you. To comply with Accreditation Standards, your College committee website needs to be maintained and kept up-to-date. The Council is encouraging your group to be thoughtful with its goals. The College continues to use its goals and College mission to drive its planning. The attached goals have been reviewed and approved by the Institutional Effectiveness Committee (IEC), PAC, the College President, and the Board of Trustees.

Once you have completed these tasks, please communicate them electronically to PAC [send to Brigitte Hebert ([bhebert3@mtsac.edu](mailto:bhebert3@mtsac.edu)) and the manager responsible for the program or respective council] using the attached templates. Please see the due dates below.

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| Form | Due Date |
| Purpose and Function Statement Review | October 1, 2019 |
| Committee Goals and Progress Report – Columns 1 and 2 | **October 1, 2019** |
| Committee Goals and Progress Report – Column 3 | June 1, 2020 |

Strategic Plan Goals

1. The College will prepare students for success through the development and support of exemplary programs and services.

2. The College will improve career/vocational training opportunities to help students maintain professional currency and achieve individual goals.

3. The College will utilize student learning outcome and placement assessment data to guide planning, curriculum design, pedagogy, and/or decision-making at the department/unit and institutional levels.

4. The College will increase access for students by strengthening recruitment opportunities for full participation in college programs and services.

5. Student entering credit programs of study will be ready for college level academic achievement.

6. The College will ensure that curricular, articulation, and counseling efforts are aligned to maximize students’ successful university transfer.

7. The College will secure funding that supports exemplary programs and services.

8. The College will utilize technology to improve operational efficiency and effectiveness and maintain state-of-the-art technology in instructional and support program.

9. The College will provide opportunities for increased diversity and equity for all across campus.

10. The College will encourage and support participation in professional development to strengthen programs and services.

11. The College will provide facilities and infrastructure that support exemplary programs and the health and safety of the campus community.

12. The College will utilize existing resources and improve operational processes to maximize efficiency of existing resources and to maintain necessary services and programs.

13. The College will improve the quality of its partnerships with business and industry, the community, and other educational institutions.

14. The College will improve the effectiveness and consistency of dialogue between and among departments, committees, teams, and employee groups across the campus.



**Committee Goals and Progress Report**

**2019-20**

***Committee name:***  Distance Learning Committee

***Name of person completing the report:*** *Carol Impara, Distance Learning Faculty Coordinator*

**Instructions: Due by October 1, 2019:** Columns 1 and 2

**Due by June 1, 2020:** Column 3

Please enter your committee’s outcomes and accomplishments in Column 3 and submit electronically to [bhebert3@mtsac.edu](mailto:bhebert3@mtsac.edu) (on behalf of the President’s Advisory Council).

# (EXPAND AS NECESSARY)

|  |  |  |  |
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| **Committee Goal** | | **Link to College Goal #** | **Completed Outcomes/Accomplishments**  **(descriptive bullet list)** |
| **GOAL # 1:** | Committee website up-to-date | 11, 14 | * DL Amendment forms updated on website. * DLC committee minutes updated on website. * Academic Senate approval of addition of noncredit representative finalized 5/28/20. The membership statement has not been updated as of 5/29/20 but it will over the summer. |
| **GOAL #2:** | Update the Distance Learning Plan as needed, considering how to support sustainability, equity, and Guided Pathways. | 1, 3, 14 | * Plan was not updated this year. The Committee will update the plan in academic year 2020-21. |
| **GOAL #3:** | Review/revise/approve Distance Learning Amendment forms. | 1, 8, 14 | * DLC updated DL Amendment form to meet Title 5 requirements. Compliant DL Amendment form was approved by Academic Senate and implemented Spring 2020. * 170 DL Amendment forms were reviewed and approved by the DLC in the 2019-2020 year. |
| **GOAL #4:** | Examine opportunities provided by the California Virtual Campus - Online Education Initiative (CVC-OEI) consortium and make recommendations to the campus community. | 1, 2, 4, 6, 7, 8, 13, 14 | * DLC created a resolution in support of the CVC-OEI rubric and creation of a POCR team, which passed at Senate in March 2020. * The DLC has been kept up to date on CVC OEI OCTEP grant activities and has made recommendations when called upon to do so. |
| **GOAL #5:** | Work with Instruction Office and Educational Design Committee (EDC) on the integration of the DL Amendment Form into the WebCMS Curriculum system, including tracking for substantive change triggers. | 6, 12, 14 | * DL Amendment form integration nearing completion, including DLC recommendations about including FOMA options. |
| **GOAL #6:** | Review disaggregated Success & Retention data (S & R) to make recommendations for improving support, equity, and success for diverse online learners. | 1, 3, 9, 11, 14 | * DLC reviewed report delivered to Board of Trustees in September 2019. Success gap closing in economically disadvantaged students, although persistent differences occur across race. |
| **GOAL #7:** | Review/recommend faculty training for distance learning. | 8, 10, 12, 14 | * SPOT recertification process, courses, and workshops reviewed and recommended by DLC. This is an ongoing process in which DLC reviews course descriptions and processes multiple times over the course of the year and recommends additional trainings. * FOMA Readiness training conceptualized and recommended by DLC. Alternatives recommended by DLC. * SPOT workgroup formed to update SPOT in response to increased synchronous instruction and changes to CVC OEI rubric. |
| **GOAL #8:** | Review and make recommendations to update policies and procedures as they pertain to Distance Learning. | 1,14 | * DLC recommended changes to DL Amendment form as described in Goal #3. * DLC submitted recommendations to guide Instructional Continuity to Academic Senate in early March 2020, before the campus was shut down. * DLC submitted recommendations to guide faculty curriculum and training for Summer and Fall 2020 to Academic Senate in April 2020. * DLC submitted a resolution for Instructional Continuity to Academic Senate. * DLC approved the proposed process for expedited DL Amendment form approval in response to CCCCO directive to have DE Addenda for all classes offered summer and fall by end of year 2020. |
| **GOAL #9:** | Make recommendations to address contract language related to Distance Learning. | 10, 14 | * DLC made recommendations for training for SPOT recertification. |
| **GOAL #10:** | Provide leadership and input on educational trends pertaining to distance learning (DL). | 1, 9, 14 | * In response to the move of 95% of sections to online, DLC approved the addition of a noncredit committee member to join the DLC, and a faculty workgroup to examine whether the current DL Amendment form meets noncredit needs, and to design a new form if needed. * DLC is creating recommendations for best practices for synchronous instruction. |

Membership: Meghan Chen and Carol Impara, co-chairs

Members: Ron Bean, Matthew Dawood, Michael Dowdle, Edwin Estes, Hong Guo, Catherine McKee, Stacie Nakamatsu, Michelle Newhart, Richard Patterson, Tamara Knott-Silva, Sandra Weatherilt, and VACANT (student representative)