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| Logo_MtSAC_Blk_Solid_big **Distance Learning Committee**  **2023-24** |

**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 and processes pertaining to distance learning
* evaluate and promote a variety of effective practices and standards for distance learning that foster student equity and success
* support sharing and collaboration among distance learning faculty by working with the Faculty Center for Learning Technology, Information Technology, Faculty Professional Development Council, and the Faculty Learning Activities Committee
* facilitate the development of an ongoing Distance Learning Plan
* coordinate with campus committees and other constituencies with regards to distance learning
* support accreditation processes

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|  | Joshua Cabrera – cannot attend this semester | **X** | Sable Cantus | **X** | Katie Datko |  | Matthew Dawood – cannot attend this semester | **X** | Michael Dowdle |
| **X** | Luis Echeverria-Newberry |  | L.E. Foisia | **X** | Lauren Greenberg |  | Hong Guo | **X** | Mike Hood |
| **X** | Carol Impara, co-chair | **X** | Tammy Knott-Silva | **X** | Catherine McKee | **X** | John Norvell |  | Sonia Ortega |
| **X** | Romelia Salinas, co-chair | **X** | Eric Turner | **X** | Sandra Weatherilt | **X** | Student Rep:  Dulcerina Penasales |  | Student Rep: |
| Guests: | | | | | | | | | |

## **MINUTES – April 23, 2024**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes:  April 9, 2024 | Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | DLC minutes of 3/12/24 approved. |
| Information Technology Advisory Committee (ITAC) Report | No new updates. Next meeting 5/6.  Eric Turner demonstrated the new portal. DLC, please review the portal and give him feedback by April 30.  mtsac.edu/eetest  mtsac.edu/portalfeedback |
| Office of Distance Learning & Instructional Technology Report & CVC Tech Integration Updates (Katie) | Federal updates from WCET to keep an eye on:   * New Federal [**regulations proposed**](https://wcet.wiche.edu/frontiers/2024/03/20/major-changes-to-distance-ed-department-of-education-rulemaking-final-session-update/) to potentially go into effect July 2025:   + Document last day of academic engagement and then a 14-day period to document withdrawal date. WCET has been asking for clarification.   + No student aid for clock hour asynchronous courses.   + (Not affecting us yet) Students would need to opt in to inclusive access materials and show that they are below market value.   Statewide updates from CCCO & CVC:   * RP Group analysis (legislative requirement) of instructional modalities. Surveys for faculty and students expected to be launched in September 2024. * Attendance accounting updated proposal is Pending Approval by State Department of Finance. Will allow for standardization of accounting for FTES for all credit courses. (Currently only F2F and Synchronous online courses use the “Standardized Attendance Accounting Method”.)   Next FCLT Marathon Day – 5/17. Equity & RSI focus.  FCLT Faculty Survey in development. Will be out in May.  Instructional Tech:   * New CidiLabs allows for templating at the department/division level. * Pronto will release SpeedGrader integration soon. |
| Educational Technology Committee (Sonia) | The meeting on 4/22 focused on how the college should define AI plagiarism. Michelle Newhart stated that a Canvas tool can be added to assignments where students must check a box to verify that the work they submitted is their own. There was discussion of the fact that no AI detection tool is 100% accurate, and how these tools can be used when discussing AI plagiarism with students or reporting students to Student Life for violation of academic integrity.  Anthony Moore said that IT would handle the installation of any AI detection tools, but training and support would fall under FLCT, since faculty currently reach out to them for help with Canvas tools.  We also briefly discussed an AI grant available to community colleges. We’ll discuss more at the next meeting on May 13. |
| Student Report |  |
| **DL Amendment Forms** | DLC Committee member: Please write “Approved” or “Approved with…” by the course you are reviewing if it’s okay to go, or needs a simple correction. Write “Committee to Review” if you want the DLC to discuss the form during the meeting. |
| (L.E.)  BS EPCS  BS HCM1  LING 1  LING 3  LING 5  LING 6  VOC EST52  VOC PHO17  VOC PHO29  VOC PPCCR  (Sandra)  RAD 31  RAD 40  RAD 50  RAD 61A  RAD 61B  RAD 62A  RAD 62B  AGOR 1  VOC AGR01  VOC AR221  (Sable)  CHLD 1  DN-T 20  ELEC 56  GERM 60  LIT 25  MATH 260  MATH 285  MATH 290  PSYC 15  PSYC 19 | Approved  Approved, minor edit – forgot to check images on accessibility checklist  Approved  Approved  Approved  Approved  Approved  Approved - edited hours, DLC approval, and modality; unchecked “other” boxes since nothing was listed; checked the orientation box  Approved  Approved  approved  approved  approved  approved  approved  approved  approved  Approved with Cover sheet not filled out with course name, etc.  approved  approved  approved  approved  approved  approved  approved – I had to check the Excel checkbox  approved  approved  Approved  approved  approved |
| **Discussion** |  |
| DL Handbook | * The DL Handbook has been sent to Senate Exec, ODLIT and the accreditation core team for review. |
| DLC Subgroup - SPOT | * Hoping to get a new SPOT course shell ready for a summer pilot. Michelle Newhart is revising the course shell with CidiLabs and it’s looking good so far. Would like to begin use in Fall. * Will give faculty choice of templates (or not) from the Commons. * Will integrate self-assessment of Canvas proficiency in SPOT SmartSheet signup. Mike will present questions – these are based on the list of Canvas skills in the Handbook. |
| SPOT Alternatives - RSI Plan | DLC approved an RSI Plan to be added to SPOT.  The SPOT subgroup is recommending that creation of this plan also be added to SPEQ and IAOTL submissions. ***The DLC agreed that when the RSI plan debuts in SPOT, it will also be a requirement in SPEQ and IAOTL.***  With @ONE changes, IAOTL has become fragmented. Should there be additional requirements to ensure standardization? Regs Update? This topic was tabled until a later date. |
| SPEQ Research | The DLC approved the training of 22 community colleges for SPEQ. There is additional LHE available and could be used to research other college trainings and recommend additional colleges to the list. ***The DLC that the LHE be used to expand the list of community colleges accepted for SPEQ.*** |
| RSI | Capturing evidence of RSI in courses is of concern. Accreditation review teams examine courses after they have concluded and therefore certain apps may not be available. Review team had stressed that there was not enough evidence of feedback in the course shell.  The DLC requests a better understanding of what exactly is visible after a course concludes and what out-of-shell functions can be captured in a report. ***Katie will research what reports if any can show RSI.*** |
| Goals Update | Report is due to Academic Senate in May and President’s office in June. |

**Spring 2024 semester dates – 8 meetings –** as needed **(finals week, summer are possible)**

**DLC Meetings - 2nd and 4th Tuesdays at 1:15 – 2:45 PM online via Zoom**

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

DLC listserv: dlc@mtsac.edu