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| Logo_MtSAC_Blk_Solid_big**Distance Learning Committee**  **2021-22** |

**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 changes pertaining to distance learning
* evaluate and promote a variety of effective practices and standards for distance learning
* provide a forum for sharing and collaboration among distance learning faculty by sponsoring informational meetings, discussions, and workshops pertaining to distance learning
* facilitate the implementation and update to the Distance Learning Master Plan
* coordinate with campus committees and other constituencies with regards to distance learning

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| **X** | Matthew Dawood | **X** | Michael Dowdle | **X** | L.E. Foisia | **X** | Hong Guo | **X** | Mike Hood |
| **X** | Carol Impara, co-chair | **X** | Tammy Knott-Silva | **X** | Catherine McKee | **X** | Stacie Nakamatsu | **X** | Michelle Newhart |
| **X** | Rich Patterson | **X** | Romelia Salinas, co-chair | **X** | Eric Turner | **X** | Sandra Weatherilt |  | Student Rep:  To be appointed |

Guests: Ed Estes, Kelly Rivera

## **MINUTES – September 28, 2021**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: assign themes  September 14, 2021 | Approved. |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | C&I accepted the following DLC minutes: 5/11/21, 5/25/21, 6/8/21, 8/16/21  The SPOT Equivalency Criteria recommendation was sent to C&I and is on the agenda for today.  IB9 |
| Information Technology Advisory Committee (ITAC) Report | No meeting. |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | No meeting yet. |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) | SPOT recertification workshops well attended.  Released “Pivot to Online” packet to Commons. Not much use as of yet; estimated that Canvas use has been high enough that most faculty do not need it.  The RP group at state level accepted FCLT “Leading from Middle” proposal, regarding streamlining accessibility tools and services. Michelle, Catherine, Eric, Mike Nichols, Malia Flood are on that workgroup.  Will release self-paced webinar on Honorlock.  Still engaged in Harmonize pilot. Will be collecting feedback.  IIA, IIIC |
| Student Report |  |
| **DL Amendment Forms** |  |
| CHEM 10  PHIL 3H  PUBH 22  PUBH 28  PUBH 29  VOC AGR 30  VOC CNT 54  VOC FSH 08  VOC FSH 09  VOC FSH 59 | Approved with add hours and edit week 16.  Approved  Approved with minor changes  Approved with changes  Approved with changes  Approved with change  Approved with change  Not recommended for approval – return to faculty  Approved with changes  Approved with changes  ***After making corrections, the approved forms will be moved to EDC.***  IIA, IIIC |
| **Discussion** |  |
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| Goals | The DLC continued to discuss goals, including the following Senate goal:  Senate goal to DLC:  “Ensure there is enough support for students learning online. Ask DLC to make recommendations to address gaps in support for DL students.” The DLC discussed and amended ten goals.  ***The DLC will review and approve finalized goals at the next DLC meeting.***  IB9, IIA, IIIC |
| POCR Update | Mt. SAC is now, finally and officially, a POCR-certified campus. That means that the local POCR team is responsible for reviewing courses to meet CVC Course Design Rubric quality review specifications.  The local POCR team received a SEAP grant to continue POCR certification. Stipends are available to faculty who complete the POCR process. The grant ends June 30, 2022.  ***Congratulations to the local POCR team!***  IIA, IIIC |
| SPOT Recertification Process Revision Update | DL, FCLT, and POD are working to better integrate SPOT recertification into POD. The goals are to make approved courses and due dates more obvious to faculty and make it easier for faculty to complete the recertification process.   * SPOT-certified faculty will be divided into cohorts based on their recertification due dates. * Each cohort will have approved sessions built into a “curriculum.” Regulations Update will be required, then faculty will still have a choice of approved topics for the remaining three hours. * The faculty’s POD transcript will show they have completed recertification. The faculty will not need to submit evidence via the webpage anymore. LLR will not need to assign administrators to review the evidence. * FCLT and DL may need to rename past courses, or divide 2-hour sessions into 1-hour sessions in order to build the curriculum in Cornerstone. This process should not affect faculty. * We still need to determine how to handle @ONE courses. * We hope to debut this process next summer to prepare for the 37 faculty in the 2023 cohort. We really want to have this ready for the 211 faculty in the 2024 cohort!   ***The DLC supports that the DL Coordinators, POD, and FCLT pursue creating SPOT recertification curriculum through Cornerstone.***  IB9, IIA, IIIC, IIIA14 |
| DL Amendment Form Process Update | Due to ongoing difficulties in scheduling, communication, reporting, and tracking, the DL program and Curriculum office would like to put the DL Form process in WebCMS on hiatus and go back to having the DL forms be submitted through the Smartsheet process only. Otherwise the process will stay the same.  ***The DLC supports putting the DL process in WebCMS on hiatus and using the Smartsheet processs only for now. The DL Amendment Form will be revised to show FOMA options and brought to DLC for discussion and approval.***  IB9, IIIC |
| CVC Director’s Update | See document in One Drive.  IIA, IIC, IIIC |
| CVC Consortium Meeting | See meeting notes in One Drive.  IIA, IIIC |

**Fall 2021 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](mailto:dlc@mtsac.edu)

# **DLC Accreditation Themes:**

* IB9. Assuring Academic Quality and Institutional Effectiveness Academic Quality – Engages in continuous, broad based, systematic evaluation and planning
* IIA. Instructional Programs – Uses delivery modes, including DL, in support of equity
* IIB. Library and Learning Support Services – Provides library and other learning support services to support educational programs, including DL
* IIC. Student Support Services – Evaluates and demonstrates that student support services support student learning in various modes, including DL
* IIIC. Technology Resources – Provides support in the use of technology
* IIIA14. Human Resources – Provides all personnel with appropriate opportunities for continued professional development.