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| Logo_MtSAC_Blk_Solid_big**Distance Learning Committee**  **2019-20** |

**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**  | Ron Bean | **X** | Meghan Chen, co-chair | **X** | Matthew Dawood  | **X** | Michael Dowdle | **X** | Edwin Estes |
| **X** | Hong Guo | **X** | Carol Impara, co-chair | **X** | Catherine McKee |  | Stacie Nakamatsu | **X** | Michelle Newhart |
|  | Richard Patterson |  | Jeanne-Marie Velickovic | **X** | Sandra Weatherilt |  |  |  | Student Rep |

Guests: Eva Figueroa

## **MINUTES – August 27, 2019**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: 6/11/19 meeting – assign themes | Approved with minor corrections |
| **Reports:** |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | No report |
| Information Technology Advisory Committee (ITAC) Report (Rich) | No report |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | Planning for the 2019-2020 year continued in the June 14 meeting |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) | Canvas Intensive was offered August 14 and was well attended. More than 40 people showed up for each 3 hour session.FCLT hosted a booth at Flex DayPlayPosit has been licensed through 3C Media and is being tested by two departmentsFlipGrid, a video/audio discussion tool, released an ADA-compliant version on August 1. Upcoming FCLT events:* Gradebook – Sept. 11
* Access-a-Thon – early October
* Can-Innovate – Oct 25

IIA, IIIC |
| Student Report  |   |
| **DL Amendment Forms** |  |
| Process will start 9/10 |   |
| **Discussion**  |  |
| SPOT Recertification | * Regulations Update for SPOT Recertification debuted at Flex Day. Two well-attended sessions. Now working to put this online. FCLT and DL need to determine how to provide access to people who attended the Flex Day session.
* Recertification process – see below for DRAFT description. Since the webpage has not been built, it is possible that there will be changes to accommodate new information.
* Recertification webpage – to debut October 1.
	+ Will describe the process, recertification schedule, include the DLC-approved courses, and a SmartSheet link to apply for recertification review.
* DLC approved Mt. SAC POD courses for SPOT recertification. Last spring we approved POD courses dating back to August 1, 2016 to count toward recertification.
	+ The DLC approved a list of courses on the On Demand roster to count toward recertification over the coming year.
	+ The DLC reviewed a list of potential topics that FCLT can develop into online courses for recertification. Many of the topics are derived from @ONE courses or SPOT training modules. These courses have not yet been developed. The DLC approved the topics for future development.
	+ A list of these courses will be available on the webpage.
	+ Online courses should have some indication of completion such as embedded test.

IB9, IIIA14 |
| WebCMS rollout  | WebCMS is in final testing. They are planning to roll it out next month. |
| DE Addenda | Last spring’s Title 5 regulations expanded the requirements of the DE Addenda (separate from the COR) which includes the following three criteria. DLC reviewed whether our current DL Amendment Form meets the criteria.1. How course outcomes will be achieved.
* Carol had a conversation with Kristina Allende, Curriculum Liaison, in which she was told that using the lecture or lab topical outlines in Table 2 should cover this item. The DLC agreed.
1. How regular and effective contact between instructors and students and among students will be met.
* The DLC has always looked for evidence of professor-student contact in Table 2. Currently, faculty can indicate that they will be using a DF (discussion forum) or GW (group work), both of which would represent student-student contact. The DLC recommended that Table 1 be amended to indicate that discussion forums must include a student-student interaction requirement.
* ***Carol will amend Table 1 to include this information***.
1. How the course will meet ADA requirements.
* The DL Amendment form does not include a way for faculty to fulfill this requirement. The DL Amendment form will need to be updated to meet this requirement.
* The DLC reviewed examples from three other colleges: Southwestern, Glendale, and DeAnza Foothill.
* The DLC indicated a checklist would be preferable.
* ***Matt Dawood will compose a sample checklist.***

IB9 |
| CVC OEI Grant Update | The CVC Improving Online Pathways grant is already underway. Achievements so far include:* Outreach and introductory meetings to five interested programs
* Introductory meeting with Counseling
* Creation of Fact Sheet PowerPoints
* Planning with Studio 13, to debut DL Media Design in Winter 2020
* Alignment of one CTE course (NF 25) to the OEI rubric
* Scheduled info session with the Business Division on 9/5/2019
* Forming a grants advisory committee for each Track

IB9, IIA, IIC, IIIC |
| **Announcements:** |  |
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**Spring 2019 semester dates –8 meetings –**8/27, 9/10, 9/24, 10/8, 10/22, 11/12, 11/26, 12/10 as needed **(finals week)**

**DLC Meetings - 2nd and 4th Tuesdays at 1:15 – 2:45 PM in 6-226A**

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

DLC listserv: 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.

# Recertification Schedule -- DRAFT

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| Date range that faculty were SPOT certified ***or*** re-certified | Due date for SPOT recertification | Date range for courses accepted during this recertification cycle | Recertification good until |
| Before August 1, 2016 | July 31, 2020 | August 1, 2016-July 31, 2020 | July 31, 2024 |
| August 1, 2016 – July 31, 2017 | July 31, 2021 | August 1, 2017-July 31, 2021 | July 31, 2025 |
| August 1, 2017 – July 31, 2018 | July 31, 2022 | August 1, 2018-July 31, 2022 | July 31, 2026 |
| August 1, 2018 – July 31, 2019 | July 31, 2023 | August 1, 2019-July 31, 2023 | July 31, 2027 |
| August 1, 2019 – July 31, 2020 | July 31, 2024 | August 1, 2020-July 31, 2024 | July 31, 2028 |
| August 1, 2020 – July 31, 2021 | July 31, 2025 | August 1, 2021-July 31, 2025 | July 31, 2029 |
| August 1, 2021 – July 31, 2022 | July 31, 2026 | August 1, 2022-July 31, 2026 | July 31, 2030 |

# SPOT Recertification Process -- DRAFT

Deadline: Full rollout in October 1. Cornerstone will not be ready until later this year.

Process: SPOT-certified faculty must be “recertified” every four years by attending four hours worth of distance-learning related training. See chart above.

1. DL Coordinator (Carol), with FCLT, creates webpage for SPOT recertification. The webpage will describe the recertification process, display the recertification cycle schedule, provide the list of DLC-approved, applicable POD courses, describe the FCLT on-demand process, and inform faculty of where to find appropriate workshops.
2. DL admin (Nancy) runs a report to determine faculty whose recertification is due (this can be done by sorting the SmartSheet column).
3. DL coordinator (Carol) sends out informational email to update faculty, referring them to the webpage.
4. DL and FCLT offer workshops to fulfill SPOT recertification requirements. The one-hour regulations update is required. Besides Flex Day, this update should be offered several times during the year; it may be requested as an On Demand class, and there will be an online option.
5. When they have completed their required four hours, faculty submit SmartSheet with evidence of SPOT recertification units to DL admin (accessed via the recertification webpage).  Evidence will be in form of screenshots, badges, or certificates.
6. DL admin reviews recertification documentation.
7. SmartSheet with SPOT certification should be updated to include a column for recertification.  DL admin can update the SPOT Certification SmartSheet when faculty have submitted evidence.
8. DL admin updates faculty status in Banner.
9. DL admin sends out "congratulations" notice that faculty has been recertified.