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| Logo_MtSAC_Blk_Solid_bigdawoo**Distance Learning Committee**  **2022-23** |

**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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|  | Michael Carr  |  **X** | Matthew Dawood | **X** | Michael Dowdle |  **X** | Katie Datko | **X** | Luis Echeverria-Newberry |
| **X**  | L.E. Foisia | **X** | Hong Guo |  | Mike Hood | **X** | Carol Impara, co-chair | **X**  | Tammy Knott-Silva |
| **X** | Catherine McKee | **X** | John Norvell |  | Sonia Ortega |  | Romelia Salinas, co-chair | **X** | Sandra Weatherilt |
|  |  |  |   |  |  | **X** | Student Rep:Laksh Kalra |  | Student Rep: Delia Palacios |
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**MINUTES – April 25, 2023**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: April 11, 2023 | Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) |  DLC minutes of 3/14/2023 accepted. |
| Information Technology Advisory Committee (ITAC) Report  |   |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | FLAC has not met since our last meeting. FLAC next meets on May 3.  |
| Office of Distance Learning & Instructional Technology (Katie) | FCLT* **Growing with Canvas** course for faculty ready for release. Info will be out in News Bytes. Registration through POD Connect.
* Entire team will be presenting at the [**Online Teaching Conference**](https://onlineteachingconference.org/). Two presentations on AI and one on equity & communication. Make certain to register! 6/21-23.
* Volunteers needed to check out self-paced workshops for Accessibility & Pedagogy.

ODLIT* **Respondus Lockdown Browser** trial should be up and running end of this week.
* **Copyleaks** – only 2 responses to demo. One response wants Turnitin. Other response – AI detector not super strong. Waiting for **Turnitin** to respond with quote for AI version of Simplicity platform.
* **UDOIT Cloud** – Cloud server (free) for UDOIT accessibility checker is no longer available. Difficult for IT to migrate to local servers. Will be looking at supporting subscription to **UDOIT Cloud**.
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| Student Report  |  |
| **DL Amendment Forms** |  |
| On ConsentForms for Review and ApprovalACCS 35 AHIS 16 AHIS 16H BIOL 3 BS MPS BS MPSTM BUSM 62 CISB 15 CISB 16 CISD 21 CISD 21L CISS 13 EDUC 16 FASH 8 FASH 14 FASH 62 GEOG 10 MATH 15 MATH 18A MATH 18B PSYC 5 VOC AR201 VOC AR221 VOC AR250 VOC GOG10  | “On Consent” indicates DL Forms that were created less than two years ago in response to the pandemic, and there are no changes as the course goes through 5-year review.Forms must be reviewed if any of the following have changed: Course title, course identifier, lecture topics, lab topics, units, proportion lecture to lab.Approved with activity and hours weeks 5 and 8Approved – correct typo, week 2 hoursApproved – correct typo, week 2 hoursApproved with add lab topics and hours, title, accessibility, RSIApprovedApprovedApproved with activity and topic week 8Approved with topic editsApproved with check box accessNot recommended for approval. There are no lab topics on this COR; also made up abbreviationsApprovedApproved with align activities with hours and correct topicsApproved with accessibility checklist, topics in two weeksApproved delete sample, topic edits with missing topic addedApproved with topic editsApproved with accessibility checklist, check topics Approved with change title, add hours, topic editsApprovedApprovedApprovedApproved with add missing topics and delete old topicsApproved with corrections to hours week 9 and 11Approved correct hours week 13ApprovedApproved***The DLC approved these DL Amendment forms and they will be forwarded to curriculum.*** |
| **Discussion**  |  |
| RSI Canvas Workgroup referred issues to DLC | The DLC forwarded the recommendations to Senate Exec. They were presented at full Senate. Senate moved to suspend the rules and approved the recommendation that day. The recommendation will go to Faculty Association and the District for negotiation. |
| SPOT Recertification | For May 12 Equity Day – 2 proposals* Ain’t no distance far enough: Examining online equity through research inquiries
* Improving Equity in Your Online Course Through CVC Alignment: Best Practices

***Both sessions are approved for SPOT recertification.*** |
| Senate Referral to DLC: DLC requested to make recommendations to address gaps in support for DL Students. | The committee reviewed a statement draft. The statement of support will remain separate from a sample Canvas page that can be added to the Canvas Commons. Mike D. and Sandra will work on the sample page. ***Both the statement and the sample need more work and will be reviewed next meeting.*** |
| Distance Learning Handbook | This week the DLC will review* Basic Principles for Online Course Design
* Regular Substantive Interaction
* Course Materials

The next sections to review will be:* Course Assessment
* Student Privacy
* Accessibility of Distance Education Courses

***Basic Principles of Course Design looks acceptable.******There is much outdated information under Regular Substantive Interaction and Course Materials – both of these should be reviewed next meeting.*** |
| DL Amendment Forms | The current DL Amendment form process is conducted outside of WebCMS. Curriculum has requested that it be reintroduced into WebCMS again, but in a different way so that we don’t run into the same issues we did before. Mt SAC’s DL Amendment form is unique and its basic format has not changed in nearly 20 years. Before reintegrating it into WebCMS, we should examine the form itself to determine if changes need to be made to simplify submission and address Title 5 outcome regulations. A workgroup should be formed.***A workgroup consisting of Carol, Catherine, Hong, Katie, and L.E. was formed. It is hoped that the workgroup can meet later this semester and into the summer.*** |
| Proctoring Recommendations Update | Potentially, there will be a change in proctoring software due to high Honorlock costs. In addition, the introduction of AI widens the scope of proctoring software recommendations. ***The DLC recommended that a Proctoring Recommendation update should wait until Honorlock survey data has been finalized and the Academic Senate workgroup on AI comes to a conclusion. The DLC hopes that if a task force is formed on AI, that a member of DLC will be asked to participate.*** |
| Recert Day | DL (SPOT) recertification intensive planned for May 12 with an equity focus. Sessions will highlight Keynotes from Romelia’s research and Hong’s research; how going through the POCR process can help integrate equity into a course; an FCLT Equity and Instructional Technology presentation; and an RSI presentation. ***This will be the last recertification intensive of the year.***  |
| SPEQ Update | See report in One Drive. SPEQ was launched last year. Of 11 registered faculty, three have earned certification. At least one faculty member decided to go through SPOT. Findings include: * The SPEQ process is working
* Demand for SPEQ may have been higher had it been implemented earlier during COVID
* The list of approved colleges has covered the needs of the faculty who have applied – i.e., there is no immediate need to evaluate more colleges’ training. This is due to the fact that a survey was sent to adjunct faculty to ask where else they taught online and the identified colleges were included in SPEQ.

***The DLC appreciates the work that has been expended to create this alternate pathway and recommends continuation.*** |

**Spring 2023 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

Description of recert activities

**Title:** Ain’t no distance far enough: Examining online equity through research inquiries

**Description:** This session will present theoretical and practical research investigating equity factors impacting student’s online learning. Participants will learn about a multidimensional examination of the digital divide and about a study focusing on African American male student’s online learning. The research will spotlight crucial online learning barriers impacting the success of our equity student groups.

**Title:** Improving Equity in Your Online Course Through CVC Alignment: Best Practices

**Description:** Members of Mt. SAC’s Peer Online Course Review (POCR) Team will show how Quality Alignment to the CVC Rubric can support equity best practices in online courses. Examples of welcome activities and language, community and belonging, student resources, and universal design will be shared.