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

Guests: Eva Figueroa

## **MINUTES – October 22, 2019**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: 10/8/19 meeting – assign themes | Approved with minor corrections |
| **Reports:** |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | DLC Minutes of 8/27/19 and 9/10/19 acceptedDE Addenda update was sent and is on today’s agenda |
| Information Technology Advisory Committee (ITAC) Report (Rich) | No meetingIT discussion. Flash and Java Plug In will be replaced with HTML 5. Are publishers ready for this change?WCAG2.1AA is the standard for accessibility.  |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | First meeting is October 25 |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) | Can Innovate is October 25!AccessibilityOz (AO) is launched. Faculty are experiencing the following issues:* Not hearing back from AO after submitting files
* AO losing submissions
* Being told to resubmit even when AO confirmed that they received submission
* Receiving high quotes.  Unclear about next steps.
* AO does not write alt text captions.
* Website is unclear what type of files faculty can submit (i.e., PPT, Excel, etc.)

A few clarifications were made regarding using the service:* Publisher content should not be submitted. Faculty should contact the publisher to get publisher content fixed.
* If faculty have already attempted to create accessible content, they should not submit to AO to double check that it is accessible.

It was suggested that a Zoom conference be scheduled with Sheryl Dwyer of AccessibilityOz, Eric Turner, Matt, Catherine, Carol, Meghan, Eva, and Hugo.IIA, IIIC |
| Student Report  |  No student rep yet |
| **DL Amendment Forms** |  |
| ANTH 1MATH 110PHIL 15HSOC 1HSOC 2H (4 year review)SOC 5H (4 year review)SOC 20H | Approved with one changeApprovedApprovedApprovedApprovedApprovedApprovedIB9, IIA |
| **Discussion**  |  |
| CVC OEI (California Virtual Campus – Online Education Initiative) Rubric Resolution - local | The committee approved a resolution in support of the CVC-OEI rubric and creation of a POCR (Peer Online Course Review) process. It was closely modeled on a resolution passed at Fall 2018 state plenary. It has been moved forward to Academic Senate Exec Committee.IB9, IIA |
| SPOT Recertification | The SPOT Recertification process has been launched and about 15 of 160 faculty who need to be recertified by 2020 have done so. The question has been asked of what happens after the deadline has passed. * L1 status (the way online faculty are designated in Banner) is set to switch off on 8/1/2020 if recertification has not taken place.
* Not scheduling online faculty before the deadline has passed potentially conflicts with other contract language. It was thought that faculty will need to be scheduled.
* Unsure of who has the decision making power.

***Carol and Meghan to reach out to Joan and Emily to discuss next steps.***IB9, IIIC, IIIA14 |
| CVC OEI Update | We are integrated with Finish Faster Online. We are aiming to be included in the ExCEL course exchange by Fall 2020. * Students can take a maximum of two classes through the exchange per semester.
* No high school, international, undocumented, or out-of-state students can use the exchange.
* The director of the CVC-OEI, Jory Hadsell, is collaborating with the Academic Senate president to enlarge student options. Desired online classes are Oral Communication, English, Economics, and Lab Science.

IIA, IIC, IIIC |
| Grant Update and Report | We are moving forward to define a POCR process. 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.

SPOT Recertification Contract Language – 13.A.3

The SPOT certification is valid for a period of four (4) years. Every four (4) years professors will be required to obtain a recertification through a condensed SPOT training approved by the Academic Senate, not to exceed four (4) hours. By July 30, 2020, all faculty assigned to DL courses shall have a current SPOT certification and/or recertification.