



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 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

x	Michael Carr	x	Matthew Dawood	x	Michael Dowdle	x	Katie Datko	x	Luis Echeverria-Newberry
	L.E. Foisia	x	Hong Guo	x	Mike Hood	x	Carol Impara, co-chair	x	Tammy Knott-Silva
x	Catherine McKee	x	John Norvell	x	Romelia Salinas, co-chair	x	Sandra Weatherilt		Student Rep:
	Committee Member		Committee Member						

MINUTES – November 8, 2022

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: October 25, 2022	Approved with corrections
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol)	C&I accepted the DLC minutes of September 27, 2022.
Information Technology Advisory Committee (ITAC) Report	There is a position available for a DL faculty representative on the committee.
Faculty Learning Activities Committee (FLAC) Report (Catherine)	Nothing to report. Last week's meeting was cancelled.
Faculty Center for Learning Technology (FCLT) Report & CVC Tech Integration Updates (Katie)	<ul style="list-style-type: none"> • Growing with Canvas pilot with 14 students to support SPOT certification for project with Team CoCo launched last week. Self-paced, facilitated. • Next two Find Out Fridays: Course Design 101, 11/18 @10 AM & CidiLabs Modules, 12/2 @ 10 AM. • WebAIM Accessible Document Training cohorts sponsored by the CCC Accessibility Center! <ul style="list-style-type: none"> ○ November 7, 2022 - February 6, 2023 ○ December 5, 2022 - March 3, 2023

	<ul style="list-style-type: none"> • CVC has a new financial aid integration that will cut down on the steps needed to check aid status at home colleges. • CVC has a new tool for clearing pre-reqs for courses. • New! Title 5 DL regs are in effect as of 11/4.
Student Report	
DL Amendment Forms	
<p>On Consent: AD 10, AGOR 62, ARTC 160, ARTC 200, ARTC 210, POLI 2, POLI 9</p> <p>For Review and Approval:</p> <p>AMLA 72 ARTC 220 ARTC 290 CHEM 55 GEOG 1 GEOG 1H GEOG 1L GEOG 1LH GEOG 8 MATH 12 PSYC 1B PSYC 1BH PSYC 25 PSYC 26 SOC 160</p>	<p>“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.</p> <p>Forms must be reviewed if any of the following have changed: Course title, course identifier, lecture topics, lab topics, units, proportion lecture to lab.</p> <p><i>The DLC approved the consent agenda.</i></p> <p>Approved. Approved with edit to topic (week 7) Approved Approved with hours and format correction – contact faculty Approved with change to topic (week 7) Approved with change to topic (week 7) Approved with change to topic (week 7) Approved with change to topic (week 8) Approved with edits to topics and hours (see comments) Approved with hours corrections Approved with edits to hours and topics Approved with changes to hours and topics. See comments Approved Approved with changes to topics and hours. See comments Approved</p>
Discussion	
ISER Standard Reports	<p>The DLC was provided language for standards II.A.2, II.A.3, II.A.4, II.A.7, II.B.1, II.B.4, III.C.1 and asked to review the italicized paragraphs for 1) accuracy; 2) missing evidence; and 3) example suggestions, if appropriate.</p> <p><i>The DLC reviewed the ISER draft and made suggestions to Accreditation. Carol will provide evidence of new DL Amendment form, and a new screenshot of CVC quality reviewed courses.</i></p>
RSI Training and Outreach	<p>What do you think faculty need and would use for RSI? A couple of options:</p> <ul style="list-style-type: none"> • 30-minute RSI appointments with FCLT

	<ul style="list-style-type: none"> • FCLT News Bytes write up • Screencasts of CVC quality reviewed courses to show RSI best practices • Michelle Newhart is creating an RSI course shell that is reachable through the Faculty Center • DLC faculty can do screencasts to create a self-paced course, to be launched before spring • DLC will assess further training needs after Faculty Association and District finalize the RSI rubric and process <p><i>Carol will gather names of faculty to participate in creating screencasts and will coordinate with FCLT for faculty resources.</i></p>
Distance Learning Handbook	<p>The DLC reviewed the following sections of DL Handbook</p> <ul style="list-style-type: none"> • Distance Learning Course and Program Development • Faculty Preparation <p>It was agreed that the Technological Readiness section would be reduced.</p> <p>Next sections for review:</p> <ul style="list-style-type: none"> • The CVC • Course Design

Fall 2022 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