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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 | **X** | Michelle Newhart |
|  | Richard Patterson |  | Jeanne-Marie Velickovic | **X** | Sandra Weatherilt |  |  |  | Student Rep |

Guests:Eva Figueroa

## **MINUTES – December 10, 2019**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: 11/26/19 meeting – assign themes | Approved |
| **Reports:** |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | Minutes from 10/29 accepted |
| Information Technology Advisory Committee (ITAC) Report (Rich) | Minutes from November meeting were reviewed, edited and approved  · Chris Schroeder gave ITAC members an update on the IT BP & AP. He reported that they passed through Cabinet with a minor change. They are now at PAC  · Ron Bean gave the ITAC members a presentation of the Technology Replacement Cycle Status. IT is joining with Continuing Education in their system to track and replace devices on campus  · Ron also gave the committee a preview of the projects IT will be working on during the Winter intersession: Communication Rooms will be color coded and straightened up; work in Data Center as well. |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | FLAC will meet Friday Dec 13. |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) | Online Regulations Update for SPOT Recertification is very close to being finished!  Canvas-sadors received 59 student applications (11 complete)  SPOT recertification track submitted for Flex Day – awaiting approval  3 SPOT recertification workshops scheduled for January (January 17, 23, 31)  Feb 19 SPOT recertification workshop cancelled due to Flex Day submission  FCLT is looking at the POD data set to see if we can auto-award faculty for SPOT recertification  IB9, IIIC, IIIA14 |
| Student Report |  |
| **DL Amendment Forms** |  |
| CISS 11  CISN 11  CISW 21L  SIGN 101 | Approved  Approved  Approved  Approved  IIA, IIIC |
| **Discussion** |  |
| Academic Senate Update | Both the DLC-composed resolution on OEI alignment, and the REC Task Force report and rubric were introduced as discussion items at the Dec 5 AS meeting.  There were not many questions about the REC Task Force pieces. FA indicated potential concerns with the phrase “Resolved, That Mt. SAC Academic Senate supports the provision of resources so that faculty who wish to participate in local peer online course review may do so. “ One question was, who supplies the resources? Does approving this resolution mean that the college must supply resources? If this is a large concern, DLC suggested alternate phrase of “Resolved, That Mt. SAC Academic Senate [supports or encourages] that faculty who wish to participate in local peer online course review may do so” or, potentially, remove the entire phrase.  IB9, IIA, IIIC |
| SOSE (Survey of Online Student Engagement) | The DLC discussed potential questions to add to the survey. However, after discussing the format and intentions of the SOSE with Barbara McNiece-Stallard, who confirmed that Mt. SAC did not have to participate, the DLC recommended not deploying it.  IB9, IIA |
| CVC OEI (California Virtual Campus Online Education Initiative) Grant Update | OEI Alignment: 28 faculty have signed up for the process.  OER selection: 17 faculty have been selected to participate in the OER process this winter.  DL Webpage is being redesigned to clarify language and make it easier for students to navigate.  POCR Club: has met three times this semester. Selection of faculty completed – 26 faculty will receive emails. Their self-assessment will be due January 10.  IB9, IIA, IIC, IIIC, IIIA14 |
| **Announcements:** |  |
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**Fall 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](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.