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| Logo_MtSAC_Blk_Solid_big**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 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** | Matthew Dawood | **X** | Michael Dowdle | **X** | L.E. Foisia | **X** | Hong Guo | **X** | Mike Hood |
| **X** | Carol Impara, co-chair |  | Tammy Knott-Silva | **X** | Catherine McKee | **X** | Stacie Nakamatsu |  | Michelle Newhart |
| **X** | Rich Patterson |  | Romelia Salinas, co-chair |  | Eric Turner |  | Sandra Weatherilt |  | Student Rep:  To be appointed |

Guests:

## **MINUTES – December 14, 2021 – virtual meeting**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: assign themes  November 23, 2021 | Approved. |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | No reports were made at this virtual meeting |
| Information Technology Advisory Committee (ITAC) Report (Rich) | No reports were made at this virtual meeting |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | No reports were made at this virtual meeting |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) | No reports were made at this virtual meeting |
| Student Report |  |
| **DL Amendment Forms** |  |
|  | No forms to review. |
| **Discussion** |  |
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| Academic Senate | The SPOT Equivalency Criteria proposal was approved at Academic Senate on December 2. |
| SPOT Equivalency - College Recommendations - Fall 2021 | Please find recommendations (on Excel sheets) from the Exceptional Service Recipients, Hong Guo and Elizabeth Lobb, for recommendations based on their review of other college online training this fall. You may review all Excel sheets but the major one to look at is the first, titled “Overall.” It lists both the seven colleges approved last spring, and nine entities for your review and approval now. Note that two of these nine are community college districts with multiple campuses.   * Review recommendations for the nine entities and write whether you Approve, Disapprove, Abstain, or have comments, questions or concerns in the Comments of this document. * You are welcome to review background information for these decisions by checking the other sheets (accessed by the tabs at the bottom of the page). * **Please do NOT download or share the Excel document with anyone**; I have not received permission from the authors to share it with anyone outside the committee.   ***The DLC approved the SPOT Equivalency College recommendations for all colleges listed.***  IB9, IIA, IIIC, IIIA14 |
| SPOT Recertification | **Wednesday, Feb. 9: COURSE PREP SPRING TRAINING**   * 1-2p - Ready Set Canvas with Eva * 2:15-3:15p - 5 Tools to Be an Accessibility Champ with Hugo * 3:30-4:30p - Aiming High: Prep Your Courses with Cidi Labs with Michelle   **Thursday, Feb. 10: CIDI LABS TRIPLE PLAY**   * 9-10a - Getting Started with Cidi Labs Design Tools with Michelle * 10:15-11:15a - Meet the Cidi Labs Multi Tool with Hugo * 11:30-12:30p Diving Deeper into Cidi Labs with Eva * **Friday, Feb. 11: COURSE PREP SPRING TRAINING** * 9-10a - Ready, Set, Canvas with Eva * 10:15-11:15a - 5 Tools to Be an Accessibility Champ with Hugo * 11:30-12:30 - Aiming High: Prep Your Courses with Cidi Labs with Michelle   ***The DLC approved all courses for SPOT Recertification***.  IB9, IIA, IIIC, IIIA14 |

**Fall 2021 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](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.