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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 | **X** | Tammy Knott-Silva | **X** | Catherine McKee | **X** | Stacie Nakamatsu |  | Michelle Newhart |
| **X** | Rich Patterson | **X** | Romelia Salinas, co-chair |  | Eric Turner | **X** | Sandra Weatherilt |  | Student Rep: To be appointed |

Guests: Oli Mohammedi, Kelly Rivera, Ed Estes

## **MINUTES – October 12, 2021**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: assign themesSeptember 28, 2021 | Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | C&I accepted the following DLC minutes: 8/24/21The SPOT Equivalency Criteria recommendation was on the agenda at C&I but the committee did not get to it at the 9/28 meeting. Hopefully it will be discussed at the meeting later today.IB9 |
| Information Technology Advisory Committee (ITAC) Report (Rich) | Two new members were introduced:* John Uy, a new student member
* Angelic Davis, a new member from Administrative Services

The Goals document was reviewed. The committee discussed the six proposed goals and edited goal six on technology literacy to include sustainabilityThe committee reviewed the Purpose and Function statement. The membership was updated to add the new membersMichael Carr explained the concept of a ‘Hytech’ Classroom. The room would include technology to allow a faculty member to teach both in-person and remote students. IT is working with other areas like Instruction and Technical Services to define what would be needed to transition some classrooms to this environment. It would require training of faculty members and IT support staff to maintain these classrooms. Some classrooms in the Business Division might already have most of the technology needed to do this type of teaching format.Note: HyTech was called HyFlex in previous DLC meetingsIIA, IIIC |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | Has not met yet. |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) | Professors and students have been reporting an issue with Honorlock. Hugo made a video for faculty on how to fix it, and we added the video to our [Honorlock page in CFC](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmtsac.instructure.com%2Fcourses%2F54%2Fpages%2Fhonorlock-secure-exam-proctoring&data=04%7C01%7Ccimpara%40mtsac.edu%7Cda8601fcc9d74f38efdd08d98dded251%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C637696810411976182%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=WAtD0kFfbgx9%2FY7ib0f1SdCLO3IN1BNg%2FdG3z8FOKvU%3D&reserved=0" \t "_blank). The Canvasadors added info for that in [MSH Honorlock page](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmtsac.instructure.com%2Fcourses%2F54304%2Fpages%2Fonline-proctoring-using-honorlock&data=04%7C01%7Ccimpara%40mtsac.edu%7Cda8601fcc9d74f38efdd08d98dded251%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C637696810411986136%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=9%2BOb6p0oUoWNYe5r11lRbjFczBIDZ%2FACRiUAnS8x79w%3D&reserved=0) as well as additional information about Honorlock privacy and security. We’ve made several updates to the Mountie Student Hub [tools page](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmtsac.instructure.com%2Fcourses%2F54304%2Fpages%2Ftechnology-tools-for-learning&data=04%7C01%7Ccimpara%40mtsac.edu%7Cda8601fcc9d74f38efdd08d98dded251%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C637696810411986136%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=elJ0UsnbG62%2FeW1Z8IBLcq%2BsYVieUDcxYNBmI%2BPbO5c%3D&reserved=0) recently.   FCLT is working on self-paced versions of Easy and Engaging Videos with Canvas Studio and Canvas for Teaching on Campus. Studio is the first priority.  Also working on a survey to collect Harmonize feedback from faculty. IIA, IIIC |
| Student Report  |   |
| **DL Amendment Forms** |  |
| FCS 61FCS 70FCS 80FIRE 3KORE 3KORE 4SOC 36VOC AR 202VOC BS 33VOC CNT 64VOC CNT 66VOC FSH 08VOC FSH 14VOC PHO 26 | ApprovedApprovedApproved with added topics week 6Approved with edits week 3, 15, 16Approved with edits weeks 1, 9Approved with edit course title, new courseApproved with edits: see PM time, check accessibility checkboxApprovedApproved with activity edits ApprovedApproved with fix activity in week 1ApprovedApproved with add LOApproved***After making corrections, the approved forms will be moved to EDC.***IIA, IIIC |
| **Discussion**  |  |
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|  Goals | The DLC agreed to 10 goals.***Carol will move goals forward to the President’s Office and C&I.***IB9, IIA, IIIC |
| SPOT Report | Current SPOT-certified faculty: 704.  There are 566 faculty members enrolled in SPOT.  Courses submitted in mid-September are currently under review.  All courses submitted by the August 1 submission deadline for possible winter certification have been reviewed, feedback provided, and most have been certified.  October 1 was the submission deadline for possible certification for spring 2022. SPOT reviewers (Mike, Sandra, Catherine) are excited to start working with the new Online Equity Coordinator, Oldooz (“Oli”) Mohammadi.IIIC |
| DL Amendment Form Process, continued | With DL Forms in WebCMS on hiatus, the Word document needs updating to reflect FOMA. Suggested to remove signature page since department and division oversight is indicated by minutes.***Carol will move form to C&I for review.***IB9, IIIC |
| H.4.C | With the change in federal and state regulations, Faculty Association has requested that DLC make a recommendation to update the H.4.C. DLC reviewed the current H.4.c and new DE regulations language. ***DLC will resume discussion next meeting.***IB9, IIA  |
| POCR Update | Mt. SAC now has 13 courses deemed “quality reviewed” and aligned to the CVC Course Design Rubric. Another course has been submitted and is in the process of being evaluated by the CVC. Of 14 courses submitted, eight have been reviewed by the POCR Team. This chart can be accessed at [Mt. SAC POCR Dashboard](https://app.smartsheet.com/b/publish?EQBCT=4c31217b5fb1438c8164c72d0d5a34c7)<https://app.smartsheet.com/b/publish?EQBCT=4c31217b5fb1438c8164c72d0d5a34c7>IIA, IIIC |

Figure . POCR Dashboard as of October 2021

**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

# **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.

**The following courses requested that their Distance Learning Amendment forms be changed from FOMA to traditional DL. (with Department Approval)**

**ARCH 101**

**ARCH 102**

**ARCH 121**

**ARCH 122**

**ARCH 141**

**ARCH 142**

**ARCH 145**

**ARCH 147**

**ARCH 201**

**ARCH 202**

**ARCH 221**

**ARCH 222**

**ARCH 247**

**ECT 16**

**ECT 17**

**ECT 26**

**ECT 67**

**ECT 70**

**ECT 71**

**ECT 87**

**R-TV 01**

**R-TV 14**

**R-TV 19A**

**R-TV 28**