|  |
| --- |
| Logo_MtSAC_Blk_Solid_big cisddawoo**Distance Learning Committee**  **2023-24** |

**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**  | Joshua Cabrera |  **X** | Sable Cantus | **X** | Matthew Dawood |  **X** | Michael Dowdle | **X** | Katie Datko |
| **X**  | Luis Echeverria-Newberry | **X** | L.E. Foisia |  **X** | Lauren Greenberg | **X** | Hong Guo |  **X** | Mike Hood |
| **X** | Carol Impara, co-chair | **X** | Tammy Knott-Silva |  **X** | Catherine McKee | **X** | John Norvell | **X** | Sonia Ortega |
| **X** | Romelia Salinas, co-chair |  |  Eric Turner | **X** | Sandra Weatherilt |  | Student Rep: |  | Student Rep:  |
| Guests:  |

## **MINUTES – October 10, 2023**

|  |  |
| --- | --- |
| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: September 26, 2023 |  Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | C&I approved the DL Amendment Form (v 4) approved by DLC last year. It has been sent to Senate Exec.DLC minutes from May 23 2023 were accepted. |
| Information Technology Advisory Committee (ITAC) Report  | Discussed Personally Identifiable Information in various systems, including Canvas and Cengage; introduced possibility of new IT survey. |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) |  Is no longer meeting on a regular basis. Instead FLAC is collaborating by submitting items to Rita Paige, who reports to FPDC. If you have any activities you’d like shared with Rita, please let Catherine know.  |
| Office of Distance Learning & Instructional Technology Report & CVC Tech Integration Updates (Katie) | CVC-OEI Updates:* Mt. SAC continues to pilot financial aid integration.
* Admin panel will be updated with more flexibility for colleges
* eTranscript issue: Colleges lose revenue through cross-enrollment
* Prerequisites: Consideration for future work with C&I?
* Call for [**Webinar Facilitators**](https://docs.google.com/forms/d/e/1FAIpQLScr-sBXd8Fs4xmdv8bpHOp59T3ygMtv8MlV4vco1o3s17LICw/viewform?mc_cid=a1a8d68c15&mc_eid=01dccd80c1); $500 to develop 90-minute webinar.

ODLIT* Find Out Friday:[**Managing Quizzes & Exams in Canvas**](https://mtsac-edu.zoom.us/meeting/register/tZUvce-ppzMjGNdZBvS3GNXk-3TabpcYx7rh) 10/27 @ 11 AM
* Distance Learning Week 11/6-11/9. Topics:
	+ Interactive Touches
	+ CidiLabs
	+ AI (asynchronous online)
* Updated [**DL/SPOT Recert Page**](https://www.mtsac.edu/distancelearning/spotrecert.html)
 |
| Educational Technology Committee (Sonia) | No report; next meeting is Monday, October 23 |
| Student Report  |  |
| **DL Amendment Forms** |  |
| ESL GVRA ESL GVRB ESL GRVC ESL GVRP1 FCS 61ID 10 ID 10LID 14 ID 20 ID 21 ID 23ID 25ID 26ID 27ID 31ID 32 ID 34ID 40 ID 41ID 54 ID 56MATH 110 PSYC 1A PSYC 1AH SIGN 206 SIGN 208 SIGN 214 SIGN 227SIGN 245 SIGN 247 SOC 40 VOC DCIS VOC DMB VOC FSH08 VOC FSH59 VOC FSH63 VOC ID10 VOC ID10L VOC ID14 VOC QLT  | ApprovedApprovedApproved. Check spelling week 7 and 8.ApprovedApprovedApprovedApproved with change hours per commentsApprovedApprovedApprovedApproved with change to titleApproved with Change to title. add lab designations, and correct hours weeks 1 and 15Approved with Change to title. add lab designations, and correct hours weeks 1 and 15Approved with correct hours - see commentsApproved with change abbreviation and hours week 1, add lab designation and add 3 hoursApproved with change abbreviation and hours week 1, add lab designation and add 3 hoursNot recommended for approval. Send back for add lab and lab topicsApproved with change abbreviation and hours week 1, add lab designation and add 3 hoursApproved with add hours. See commentsApprovedApproved. Check hoursNot recommended for approval. Return to faculty for form to be redone so it could be edited and complete accessibility checklistApprovedApprovedApproved with change to hoursApproved with change to hoursApproved with change to hoursApproved with change to hoursApproved Approved with change to hoursApproved Approved with changes to punctuation. See commentsApprovedApprovedApprovedApprovedApprovedApprovedApprovedApproved***The DL Coordinator will forward the approved, corrected forms to Curriculum for EDC review, and will contact faculty who need to redo forms.*** |
| **Discussion**  |  |
| DLC Goals and Purpose Function for 2023-24 | Note Vision 2020 pdf in folder – see page 7 for online item.The DLC reviewed last year’s purpose/function, membership, and goals.* We will discuss and edit next week.
* Membership – members whose term has expired were urged to reapply. The membership list will be updated.
* Goals – are there outdated goals, and do we want to add any? Patricia Quinones presentation on accessing data was discussed. Equity metrics, and faculty training, may warrant DLC subgroups for study.

***Purpose/function, membership, and goals will be finalized at next meeting.*** |
| Distance Learning Handbook | Tabled due to lack of time.This week the DLC will review* Regular Substantive Interaction
* Course Assessment
 |
| SPOT Recertification | Tabled due to lack of time.Can we accept another college’s training for SPOT recertification? |
|  |  |

**Spring 2023 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