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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 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

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| **X** | Matthew Dawood | **X** | Michael Dowdle | **X** | Luis Echeverria-Newberry | **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 |
| **X** | Michelle Newhart | **X** | Romelia Salinas, co-chair |  | Eric Turner | **X** | Sandra Weatherilt | **X** | Student Rep:  Carlos Romero |

Guest: Katie Datko, Kelly Rivera, Ed Estes

## **MINUTES – March 22, 2022**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: assign themes  March 8, 2022 | Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | C&I did not approve minutes at the last meeting. We discussed two APs. |
| Information Technology Advisory Committee (ITAC) Report |  |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | Has not met yet. |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) | Canvas Studio renewed by CVC for one year (June 2023). Unlikely to fund beyond state funding. FCLT preparing support for tools with dedicated funding for. Hugo has written a [**blog post about how to transfer Studio videos to other tools**](https://fclt.edublogs.org/2022/03/21/how-to-migrate-your-captioned-videos-from-canvas-studio/).  Ally – currently evaluating use and looking at Sensus Access as an affordable alternative.  Canvas Tier 1 Knowledge Base (Canvas guides) and Fresh Desk Help Desk system: We are adding local guides to these systems to support faculty self-help options on local information.  Distance Learning website: FCLT reviewing to see what is current and what might need to be updated/streamlined; you are welcome to offer feedback or we may ask DLC members for feedback.  [**OTC Conference registration**](https://onlineteachingconference.org/) is open -- it will be in person at the Long Beach Convention Center W June 29- F July 1 ($299).  [**InstructureCon22**](https://www.instructure.com/events/instructurecon)is free and virtual on Thursday July 14 for North America  SPOT recert being planned, announce date and topics next DLC meeting.  IIA, IIIC |
| Student Report | AS Student Service center announces:   * Parent Institute, April 8, 9 – 2, building 13; sign up first * Join a Club is happening today and tomorrow. Most club meetings will be held via Zoom. * Student led Equity Conference, March 25, building 23. * High School Outreach is looking for student volunteers for April 2, 9 – 12. * Educators of distinction nominations due April 1. * Pizza with the President: a few spots left. April 12.   Kelly Rivera: would like to hear students share their online course experience. Why are students taking online classes; what factors contribute to students choosing online classes? |
| **DL Amendment Forms** |  |
|  | No forms to review this week. |
| **Discussion** |  |
| POCR Certification Update | Mt SAC is now truly a locally POCR certified campus!  IIA, IIIC |
| Competency Based Education (CBE) Model Pilot Program | * Mike Hood is involved in the CBE pilot program and will take over as Faculty Coordinator next year.  Mt SAC is one of 8 campuses across the state that are part of this pilot. * CBE requires that students meet competencies for a course, not bound by time.  Students may take less than or more than 16 weeks to complete the course and may get credit for past experience. CBE provides a great deal of flexibility to students. Due to time format, CBE will rely upon asynchronous online courses, although there may be some synchronous components. * The goal is to offer courses and degrees via CBE.  Pilot program:  Kinesiology AA degree.  Also looking for GE courses.  Still have to work out issues like faculty load, scheduling, etc.  Probably need to set some time limit, but will be a long limit – multiple months.  May have CBE amendment for each course. * Pilot will only be offered to a cohort of CBE students. * Academic Senate has approved grant but not CBE as a process; discipline faculty need to vote on curriculum. * How can CBE support student-to-student interaction?   IIIC |
| SPOT Equivalency (SPEQ) Rollout | SPOT reviewers and FCLT are planning to roll out SPEQ next week! They have created an abbreviated course evaluation, sample course, smartsheet application, and templated course shell. We have updated Distance Learning Webpage to link to new SPEQ page. SPOT reviewers will need to norm their review process.  IIA, IIIC |
| Accessibility Tool | Ally use not high. Are using UDoIt and PopeTech. Does DLC have any feedback about Ally? Please contact FCLT.  IIIC |
| OpenStax Institutional Partner Program | OER is applying for a grant to be institutional partners with OpenStax. OpenStax is like a publisher mostly for GE courses; they also help institutions create our own resources. They provide support services to plan and develop OER. Application requires letters of support.  ***DL Director will reach out to the campus for letters of support for the grant.***  IB9, IIA, IIIC |
| Accreditation Processes | DLC reviewed the accreditation processes we followed during our last accreditation cycle.   1. Preflight Check: voluntary check of faculty courses based on then-CVC, Quality Matters rubrics. 3 DL coordinators and ID evaluated about 45 faculty courses. 2. 13.A. faculty contract: negotiated item in which random selection of 25 courses was evaluated for REC. Under tight timeline, DLC created rubric and DL coordinators evaluated over winter. Faculty unhappy with lack of communication, shared governance and transparency. REC Task Force created afterwards to update rubric; now out of date due to regulations changes.   DLC discussed steps needed to go forward. These are discussion points and not final recommendations.   1. Update AP to reflect new regulations, online modalities, Mt. SAC practices. 2. Recommend RSI training to help norm new guidelines. 3. Create peer-to-peer or workgroup reviewing for RSI. DL Coordinator workload is too high to be responsible for individual course evaluation; and peers benefit from seeing what other faculty do. 4. Evaluate and recommend an equity rubric for the campus. Work with Online Equity Coordinator and Title V grant to recommend training. 5. If there is a negotiated item that requires random course evaluation, the DLC will follow shared governance procedures.   IB9 |

**Spring 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](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.