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| Logo_MtSAC_Blk_Solid_big**Distance Learning Committee**  **2022-23** |

**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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|  | Michael Carr | **X** | Matthew Dawood | **X** | Michael Dowdle | **X** | Katie Datko | **X** | Luis Echeverria-Newberry |
|  | L.E. Foisia | **X** | Hong Guo | **X** | Mike Hood | **X** | Carol Impara, co-chair |  | Tammy Knott-Silva |
| **x** | Catherine McKee | **X** | John Norvell | **X** | Sonia Ortega | **X** | Romelia Salinas, co-chair | X | Sandra Weatherilt |
|  |  |  |  |  |  | **X** | Student Rep:  Laksh Kalra |  | Student Rep: Delia Palacios |

Guest: Ed Estes

## **MINUTES – April 11, 2023**

Welcome, Delia!

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes:  March 28, 2023 | Minutes approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | DLC minutes of 2/23/2023 accepted. |
| Information Technology Advisory Committee (ITAC) Report | No report |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | FLAC met April 5th. Reported on SPOT Recert day (May 12) with the equity focus. LLC Tech “Week” is this Thursday and Friday with some great presentations (see below). |
| Office of Distance Learning & Instructional Technology Updates (Katie) | FCLT:   * LLC Tech Week – Register on POD Connect 4/13 & 4/14 in person sessions. Approved for DL Recertification.   + *Media Discussions with Flip*   + *Interactives with PlayPosit*   + *Community Building with Pronto*   + *Annotations with Perusall* * Find out Fridays with LIEAL 4/21: Finding & Evaluating Open Textbooks in your Discipline. Online Register on POD Connect. Not approved for DL Recertification * [**FCLT Services & Planning Survey**](https://mtsac.co1.qualtrics.com/jfe/form/SV_7O3Bi3CbEmJeA2a)closes 4/13. Please share link with your divisions!   ODLIT:   * Canvas Studio updates: YouTube videos can be embedded to start at specific time & students now have option to download caption file (without timestamps) from videos. * FYI: [**Honorlock survey results**](https://create.piktochart.com/output/61175486-2023-honorlock-survey)   + Honorlock usage from vendor indicates that lockdown capabilities are the most utilized. Will start a Respondus trial soon. Several faculty have expressed interest. * Unicheck was bought by Turnitin. Searching for new vendor for plagiarism checking. Currently doing trial of [**Copyleaks**](https://copyleaks.com/)**.**   Reminder to register for the [**Online Teaching Conference**](https://onlineteachingconference.org/) 6/21-6/23 |
| Student Report | No report |
| **DL Amendment Forms** |  |
| On Consent  Forms for Review and Approval  BS MCCR  BSHS HLTH  CHLD 80  CISP 10  CISP 34L  CISS 15  CISS 21  CISS 29  SIGN 212  SIGN 213  SIGN 255  SIGN 261  VOC BO26 | “On Consent” indicates DL Forms that were created less than two years ago in response to the pandemic, and there are no changes as the course goes through 5-year review.  Forms must be reviewed if any of the following have changed: Course title, course identifier, lecture topics, lab topics, units, proportion lecture to lab.  Approved  Approved  Approved  Not recommended for approval. Missing lab, hours, and topics. Send back to faculty.  Approved with edits to title, topic, and accessibility checkmarks  Approved with topic edits  Approved with topic edits  Approved  Approved with topic edits  Approved with title change and topic edits  Approved  Approved with topic edits  Approved  ***The DLC approved these DL Amendment forms and they will be forwarded to curriculum.*** |
| **Discussion** |  |
| RSI Canvas Workgroup referred issues to DLC | DLC subgroup created a draft recommendation and then DLC members of the Canvas Merging Shells Workgroup reviewed the draft and added comments. The DLC recommendation was then reviewed by the entire committee.  The committee set the specifics of the Canvas settings. The committee recommended training that included a brief overview of FERPA and focused on the topic of merging Canvas shells.  ***The committee approved the recommendations via email and the recommendations were sent to Academic Senate Exec on Thursday morning.*** |
| Senate Referral to DLC: DLC requested to make recommendations to address gaps in support for DL Students. | Tabled to next meeting.  Review of statement draft. |
| SPOT Recertification Request | Tabled to next meeting  For May 12, recert day – see description below. |
| Distance Learning Handbook | Tabled to next meeting  This week the DLC will review   * Basic Principles for Online Course Design * Regular Substantive Interaction * Course Materials   The next sections to review will be:   * Course Assessment * Student Privacy * Accessibility of Distance Education Courses |
| DL Amendment Forms | Tabled to next meeting  The current DL Amendment form process is conducted outside of WebCMS. Curriculum has requested that it be reintroduced into WebCMS again, but in a different way so that we don’t run into the same issues we did before. Mt SAC’s DL Amendment form is unique and its basic format has not changed in nearly 20 years. Before reintegrating it into WebCMS, we should examine the form itself to determine if changes need to be made. A workgroup should be formed. |
| Recert Intensive | Tabled to next meeting  DL (SPOT) recertification intensive planned for May 12 with an equity focus. Session descriptions to follow; however, we hope to include Keynotes from Romelia’s research and Hong’s research, how going through the POCR process can help integrate equity into a course, an FCLT Equity and Instructional Technology presentation, and an RSI presentation. |
| SPEQ Update | Tabled to next meeting  See report in One Drive. |

**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

SPOT recert workshops:

**Title:** Ain’t no distance far enough: Examining online equity through research inquiries

**Description:** This session will present theoretical and practical research investigating equity factors impacting student’s online learning. Participants will learn about a multidimensional examination of the digital divide and about a study focusing on African American male student’s online learning. The research will spotlight crucial online learning barriers impacting the success of our equity student groups.