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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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| **X** | Michael Carr |  | Matthew Dawood | **X** | Michael Dowdle |  | Katie Datko | **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 |  | John Norvell | **X** | Sonia Ortega | **X** | Romelia Salinas, co-chair | **X** | Sandra Weatherilt |
|  |  |  |  |  |  | **X** | Student Rep:  Laksh Kalra |  | Student Rep: Delia Palacios |

Guest: Hugo Aguilera

## **MINUTES – May 23, 2023**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes:  May 9, 2023 | Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | C&I approved DLC Minutes from March 28 and April 11. |
| Information Technology Advisory Committee (ITAC) Report | IT has received good feedback about services offered and overview of Technology Master Plan. Analyzing survey and addressing areas of opportunity.  Mountie App now has new Way Finding feature that draws a path around construction and helps find accessible paths.  Looking for a remote support tool to help students and staff. |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | Nothing to report. Has not met since our last meeting. |
| Office of Distance Learning & Instructional Technology Report & CVC Tech Integration Updates (Katie) | FCLT:   * Final Find Out Friday: 6/2 *Humanizing 2: Creating a Welcoming Course* @1:30 PM   ODLIT:   * FCLT Team & several faculty met to get overview of AI Detection Platform. Will be connecting with vendor this week to see about next steps. * @ONE training available until end of summer.   [**Online Teaching Conference**](https://onlineteachingconference.org/) Reminder: 6/21-6/23 in Long Beach. Early Bird Deadline 5/24  Katie, Michelle, Eva and Hugo will be presenting at various sessions. |
| Student Report | Laksh has requested feedback in AS about DL courses and services. No feedback as yet. |
| **DL Amendment Forms** |  |
| On Consent  Forms for Review and Approval  AHIS 1  ANIM 172  ARTC 272  BUSL 100  CISD 41  NF 1  PLGL 32  PLGL 33  PLGL 35  SOC 23  SOC 110  SOC 130  VOC AGR-G  VOC BM61  VOC CC1  VOC CC2  VOC CC3  VOC CD  VOC CRIMJ  VOC CSB11  VOC CSB16  VOC EST50  VOC EST 54  VOC FSH62  VOC HEP  VOC HTH04  VOC HTH06  VOC ITECH  VOC MAST  VOC MIT | “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 with amend topics per comments  Approved  Approved  Approved with corrections to weekly hours  Approved with remove topic week 8  Approved  Approved with corrections to hours  Approved with corrections to hours  Approved with corrections to hours  Approved with update title and check accessibility boxes  Approved with addition to topics weeks 8 and 9  Approved with addition, add topic, see comments (last topic on COR)  Approved  Approved  Approved with update course identifier and topic edit week 6  Approved  Approved  Approved  Approved  Approved  Approved with check WebCMS hours  Approved  Approved  Approved  Approved  Approved with update title name  Approved  Approved  Approved  Approved with topic correction in week 14 |
| **Discussion** |  |
| Academic Senate Update | * The DLC Statement of Support for Continued Resources for Students in the Online Learning Environment was presented to Academic Senate in the DL Coordinator report. * Per communication from Roger Willis, Senate Exec “cannot accept a modified version of DL training” and encouraged colleagues to discuss onboarding with HR. * The Senate AI Workgroup issued recommendations and recommended formation of an Educational Technology Committee. * Minor changes to AP 4105 were made. |
| Technology Resources Sample Page | Please review the page in One Drive that Mike and Sandra updated.  ***Several edits were suggested and accepted. This version will be updated and sent to DL Faculty via the DL Listserv before the semester is over.*** |
| SPOT Recertification Request | ACUE ITEL (Inclusive Teaching for Equitable Learning)  ***It was noted that the one-year ACUE was not approved for SPOT recertification, but that the content may be updated regularly to include more online pedagogy, the sessions have a great deal of overlap, and faculty can choose the assignments they wish to work on so online sessions may be chosen. At this time, ACUE ITEL is not approved. The DLC will review all the ACUE sessions next year to determine if they would fulfill recertification.*** |
| Plagiarism Detection | Hugo Aguilera presented some of the pros and cons of Turnitin and Copyleaks. Hugo showed what reports from Turnitin and Copyleaks look like. Unicheck has been bought by Turnitin so that contract will roll over unless the ODLIT chooses a different vendor. |
| Goals Review | This report will be sent to the President’s Office in early June.  The committee then began discussing goals for next year, specifically a goal to encourage faster SPOT completion. Some brainstorming (no vote) that resulted included the following ideas:   * Give guidelines for pacing and instigate check-ins * Close SPOT course if faculty have not worked in it for a year * Require Growing with Canvas if faculty cannot pass a basic Canvas test * Get faculty to help mentor or verify tasks |
| POCR Accomplishments | POCR has locally certified five faculty this year and have another seven – nine in the pipeline to be completed by end of June. The POCR team initiated a process where CVC alignment included going over the Peralta equity rubric with faculty going through alignment. The POCR team also collaborated on a presentation on the CVC process and equity principles, presented on May 12. The POCR team is discussing how to keep the team going in the next year.  ***Carol will work with Romelia over the summer to investigate how to keep POCR funding going.*** |
| Distance Learning Handbook | This week the DLC will review   * Regular Substantive Interaction * Course Materials   The next sections to review will be:   * Course Assessment * Student Privacy * Accessibility of Distance Education Courses   ***This item was tabled for lack of time.*** |

**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