Distance Learning Committee
2020-21

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

X	Meghan Chen, co-chair	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	Eric Turner	X	Sandra Weatherilt		Student Rep: Jem Bonfiglio Leonardo Rojas

Guests: Elizabeth Lobb

MINUTES – June 8, 2021

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: 5/25/2021 – assign themes	Approved.
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol)	DLC minutes of April 13 and April 27, 2021 accepted
Information Technology Advisory Committee (ITAC) Report (Rich)	Committee reviewed the goals that are due to PAC Michael Carr gave the committee another update for the Return to Campus (RTC) effort. • Instructional Managers / Staff will return on June 14. • Shared a Smartsheet of each Manager and their staff who would be returning and when they will return. • Another document was shared showing the % completion for each building on campus. Michael also reported that Skype for Business will be eliminated (about 800 users on campus) and will be replaced with Microsoft Teams in July 2021. Microsoft will provide Training for Teams and IT will also be providing training sessions where needed.
Faculty Learning Activities Committee (FLAC) Report (Catherine)	Eva encouraged completion of the FCLT survey.

	Might Salary & Leaves be asked to allow POD to offer recorded training? Does Carol still want POD to handle SPOT recert? Catherine guessed "yes." (Carol emailed Lianne to say: Yes.) The group discussed the June 30 SPOT certification deadline. The group discussed campus WiFi. Faculty may want to meet with students outdoors in fall. Students may want to work in their cars while they wait for class to start. It would be nice to know where the campus has strong WiFi for these purposes. Might Academic Senate look at this? Another governance group? Eric: IT is updating campus map to show best Wifi spots. Suggest talking to Chris Schroeder.
Faculty Center for Learning Technology (FCLT) Report (Michelle)	Finalizing the list of software subscriptions for next year through the Systemwide Technology Access Collaborative (STAC): • Blackboard Ally • NetTutor • Labster HonorLock will be implemented for Fall 2021. Info on training and guides for faculty and students will be ready during summer. Communication with faculty will go out soon. Proctorio will continue through summer. Harmonize (replacing Pronto) pilot will be implemented for Fall 2021. FCLT survey has been launched. Results inform planning.
Student Report	No report.
DL Amendment Forms	
DL Faculty Workgroup Recommendations	The spring DL faculty workgroup met on May 28, 2021. Please review recommendation (below) and vote to accept/approve the recommendations. ***The DLC accepted the workgroup recommendations and the course forms are approved to be moved to EDC.*** IB9, IIA, IIIC
Discussion	
SPOT Equivalency	DLC reviewed the SPOT equivalency process write up. Some suggestions: Use the DL Form Accessibility Checklist. Create new term to replace "SPOT Check." Finalize recommendations. The DLC will review a revised process in Fall. IB9, IIA, IIIC
CVC Student Exchange Director's Report	See May Executive Directors Report in OneDrive
Progress on Integrating CVC Exchange at Mt SAC	Mt. SAC is now a Home College in the CVC Student-Centered Exchange environment. That means technically, Mt. SAC students can go through the platform and register for up to two online classes at 10 Teaching Colleges. Enabling the Home College functionality is a pre-requisite to the next step, which is enabling us as a Teaching College.

	Projected timeline: by mid-July launch as a Teaching College for registration in Fall 2021. In progress: enabling the fee payment software through TouchNet (vendor) and the tool called uPay so students can pay fees and receive refunds without leaving the CVC Student-Centered Exchange environment. To do: prepare information and messaging for counselors, students, and our campus community so everyone will be informed about what the Exchange. <mark>IIA, IIC, IIIC</mark>
Update on Orientation for Online Classes	A workgroup including several DLC members met with representatives from Counseling and Student Services, LLR Division, FCLT, Academic Support & Achievement Center to discuss the topic. There is consensus that students need to have stronger preparation and could use support resources ongoing. Key points of the discussion are as follows: - There is concern about requiring students to take another orientation on top of an existing 3-hour mandatory Orientation to College due to information and cognitive overload. - It would benefit students to have just-in-time access to learning modules and resources in order to be prepared, e.g., first time taking an online class; 1-2 weeks before the start of a term; part of first week activities that faculty could require for attendance/roster verification. - The group listed some existing resources that can be used for this purpose: i.e., links from the DL section in the Orientation to College; equipment readiness and how to navigate commonly used classroom technology; Learning Assistance workshops offered in week zero on navigating Canvas and the portal; time management and online support services; etc. The content, format, and delivery methods will need to be confirmed over the summer. Will bring a draft back to DLC in Fall 2021. - Orientation module in Canvas commons. <mark>IIA, IIC, IIIC</mark>
Define Synchronous and Asynchronous in Scheduling of Classes	Some feedback from Canvasadors, all are students at Mt. SAC, and all have been fielding questions from students since March 2020 including questions about what the class modality notations in the schedule of classes mean. - The Mt. SAC schedule of classes Notes 1-4 is too small, but they thought the information was straight forward. - They liked the Santa Monica College display of such information: visually appealing and clear. - They liked the Long Beach City College schedule note for its explanation and clarity. - No one liked the College of the Canyons information or display. - They suggested that if students need to attend exams in real-time Zoom and/or turn their camera on, this info should be in

	the schedule note so students can plan or choose classes accordingly. <mark>IIA, IIIC</mark>	
SPOT Update	There are 145 courses in the review queue, 138 of which were submitted by 11:59 p.m. on June 1. Thirty were submitted on June 1 alone. The five summer reviewers will meet June 14 for training including norming and possible workflow updates. All five reviewers are CVC-OEI Peer Online Course Reviewers. <mark>IB9, IIA, IIIC, IIIA14</mark>	
Meetings next semester	DLC is not subject to the Brown Act. We are a recommending body. Therefore we have the option of meeting remotely. Remote invitations will be sent to the DLC in August.	

Spring 2021 semester dates – 8 meetings – as needed **(finals week)**
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. <mark>Assuring Academic Quality and Institutional Effectiveness Academic Quality</mark> – Engages in continuous, broad based, systematic evaluation and planning
- <mark>IIA. Instructional Programs</mark> – Uses delivery modes, including DL, in support of equity
- <mark>IIB. Library and Learning Support Services</mark> – Provides library and other learning support services to support educational programs, including DL
- <mark>IIC. Student Support Services</mark> – Evaluates and demonstrates that student support services support student learning in various modes, including DL
- <mark>IIIC. Technology Resources</mark> – Provides support in the use of technology
- <mark>IIIA14. Human Resources</mark> – Provides all personnel with appropriate opportunities for continued professional development.

Workgroup Review Recommendations
May 28, 2021 Meeting

Participants: S. Burgoon; D. Chavez; K.Coreas; L.E. Foisia; M. Hood; C. Impara; D. Rowley

Course Reviewed	Workgroup Action	DLC Review
Smartsheet		
AIRM 66A	Not recommended for approval. Lecture topics off- see comments – more hours	-------
AIRM 66B	Approved with add more hours	6/8/21
AIRM 73	Approved with minor topic corrections, cut 3 hours per week – contact faculty	6/8/21
ANIM 122	Not recommended for approval – check topics and version	-------
ARTC 140	Approved	6/8/21
CHLD 10H	Approved	6/8/21
CHLD 72	Approved - new	6/8/21

ENGL 1AH	Approved with topic edits	6/8/21
FASH 24	Approved with move activity indicators, edit topics weeks 14 and 15	6/8/21
VOC AR102	Approved	6/8/21
VOC AR121	Approved	6/8/21
VOC BA07	Approved with hours addition	6/8/21
VOC BA71	Approved with hours addition	6/8/21
DL Form		
AGLI 14	Approved with remove lab topic week 16, other topic edits, check all accessibility boxes	6/8/21
AGLI 17	Approved with topic edits	6/8/21
AIRM 97B	Approved with remove extra lab topic week 16	6/8/21
AIRM 98A	Approved with punctuation edits in all weeks, remove lab exam	6/8/21
AIRM 98B	Approved with remove lab final, edit weeks 4-6	6/8/21
AMLA 87	Not recommended for approval – check COR is correct, otherwise needs many topic edits	-------
AMLA 91	Approved with topic edits, add some time to each week	6/8/21
AMLA 97	Approved with topic edits	6/8/21
AMLA 99	Approved with topic	6/8/21
ANIM 116	Approved with add student to student contact – contact faculty	6/8/21
ARCH 101	Approved	6/8/21
ARCH 145	Approved with add student to student contact – contact faculty	6/8/21
ARTG 20	Approved	6/8/21
KINI 50A	Approved with topic edits	6/8/21
KINX 34	Approved with topic edits, week 16	6/8/21
PSYC 14	Approved with minor topic edit week 16	6/8/21
PSYC 14H	Approved with minor topic edits, see comments	6/8/21