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| Logo_MtSAC_Blk_Solid_big**Distance Learning Committee**  **2019-20** |

**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

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| **X** | Ron Bean | **X** | Meghan Chen, co-chair | **X** | Matthew Dawood  | **X** | Michael Dowdle | **X** | Edwin Estes |
| **X** | Hong Guo | **X** | Carol Impara, co-chair | **X** | Catherine McKee | **X** | Stacie Nakamatsu | **X** | Michelle Newhart |
|  | Richard Patterson | **X** | Jeanne-Marie Velickovic | **X** | Sandra Weatherilt |  |  |  | Student Rep |

Guests:

## **MINUTES – September 24, 2019**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: 9/10/19 meeting – assign themes | Approved |
| **Reports:** |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | DLC minutes of 5/28 and 6/11 accepted  |
| Information Technology Advisory Committee (ITAC) Report (Rich) | No meeting |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | No meeting |
| Faculty Center for Learning Technology (FCLT) Report (Michelle) | Access-a-Thon scheduled October 16, 17CanInnovate October 25 – agenda out now! Will meet SPOT recert if faculty come to campusPlayPosit Pilot is ongoing. Campus rollout to occur when 3C Media figures out workflow. Possibly January?NameCoach soft rollout for late start classesIIA, IIIC |
| Student Report  |   |
| **DL Amendment Forms** |  |
| ASTR 5 (4 year review)HIST 3HIST 4STDY 100 | ApprovedApprovedApprovedApprovedIB9, IIA |
| **Discussion**  |  |
| Committee P&F, Goals | Committee purpose and function statements and goals approved |
| DE Addenda | Updated language REC update: paragraph approvedAccessibility checklist: approvedIB9 |
| Accessibility Resources | FCLT has searched for a 3rd party accessibility provider for faculty to use for documents. The IT division already has a subscription to AccessibilityOz, which has been vetted by the Chancellor’s Office Accessibility Center. Meghan can access grant funds from the CVC-OEI grants to defray costs for faculty use in the interim before she finds ongoing funds. Members of the DLC will pilot this service and report to the committee on their experiences.IIIC |
| CVC OEI Rubric Resolution - local | A resolution in support of campus adoption of the OEI rubric, and development of local campus POCR teams, was passed at ASCCC plenary in November 2018. Academic Senate indicated that it would be appropriate to create a local resolution to support the OEI rubric and local POCR team creation, which is a goal of the CVC-OEI grant.IB9, IIA |
| Board Report | Meghan and Carol presented this information to the BOT on Wednesday, September 11.IIA |
| **Announcements:** |  |
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**Spring 2019 semester dates –8 meetings –**8/27, 9/10, 9/24, 10/8, 10/22, 11/12, 11/26, 12/10 as needed **(finals week)**

**DLC Meetings - 2nd and 4th Tuesdays at 1:15 – 2:45 PM in 6-226A**

DLC website: https://www.mtsac.edu/dlc/

DLC listserv: 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.

DE Addenda (DL Amendment Form)

**DL Course Components and Delivery Methods:**

*Title 5 Regulations, and the California Board of Governors for the California Community Colleges, require that course quality standards are met (same as applied to traditional courses) and that “ Any portion of a course conducted through distance education includes regular effective contact between instructor and students, and among students, either synchronously or asynchronously… Regular effective contact is an academic and professional matter pursuant to sections 53200 et seq.”*