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| Logo_MtSAC_Blk_Solid_bigcisddawoo**Distance Learning Committee**  **2023-24** |

**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** | Joshua Cabrera | **X** | Sable Cantus | **X** | Matthew Dawood |  | Michael Dowdle |  | Katie Datko |
| **X** | Luis Echeverria-Newberry | **X** | L.E. Foisia | **X** | Lauren Greenberg | **X** | Hong Guo | **X** | Mike Hood |
| **X** | Carol Impara, co-chair | **X** | Tammy Knott-Silva | **X** | Catherine McKee | **X** | John Norvell | **X** | Sonia Ortega |
| **X** | Romelia Salinas, co-chair | **X** | Eric Turner | **X** | Sandra Weatherilt |  | Student Rep: |  | Student Rep: |
| Guest(s): Patricia Quinones | | | | | | | | | |

## **MINUTES – September 26, 2023**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes:  September 12, 2023 | Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | DLC minutes from May 9 2023 were accepted. |
| Information Technology Advisory Committee (ITAC) Report | Notes from ITAC Meeting on 9/5/2023.    Chris Schroeder, Director of Infrastructure and Data Security, reported that a team from IT attended a four-day disaster recovery planning workshop. The team discussed several scenarios during the workshop and developed documentation. Angelic Davis, Director of Purchasing, Print, and Mail, shared that disaster recovery is also part of continuity planning as we have seen with the recent building floods. Angelic also shared that often times an institution will bring in an experienced consultant to assist with developing disaster recovery plans. Jaishri Mehta indicated that faculty will need to be included in planning sessions. |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | No report. Has not met yet. |
| Office of Distance Learning & Instructional Technology Report & CVC Tech Integration Updates (Katie) | Find Out Fridays will be up and running in POD soon! Next in the series: ***Top Tips for Student-Friendly Courses*** on 10/6. Registration in POD. |
| Educational Technology Committee (Sonia) | * Focus of the committee is on AI in education and on sites that sell or make available course materials (lectures, tests, etc.) * Reviewed committee goals, AI workgroup reports and guides from the spring * Briefly review Ocelot, a chatbot for Student Services * Reviewed AP 4290: Student Academic Honesty and discussed how to accommodate varying professor/department approaches or policies towards AI. |
| Student Report |  |
| **DL Amendment Forms** |  |
| AHIS 3  AHIS 3H  AHIS 4  AHIS 4H  AHIS 5  AHIS 5H  AHIS 11  AHIS 11H  AHIS 13  ANAT 38  ARTC 286  COUN 1  COUN 1H  COUN 7  COUN 20  CSCI 110  CSCI 190  FCS 61  FCS 70  PUBH 20  PUBH 26  PUBH 30  SIGN 231  SIGN 232  SIGN 239  SIGN 243  SIGN 249  SIGN 251  SIGN 253  SIGN 257  SIGN 259  VOC CIO1  VOC CIO2  VOC CSB31  VOC FS  VOC FSH09  VOC FSH25  VOC LWFRC  VOC RBT | Approved with add topic week 1  Approved with amend title  Approved  Approved with edits to title and topics, see comments  Approved with edit title and topic. See comments  Approved with edit title and topic. See comments  Approved with add missing topic  Approved with add missing topic  Approved with edits to title and topics, see comments  Approved with topic corrections, see comments  Approved with reduce lab hours  Approved with abbreviation edits  Approved with edits to abbreviations and hours week 1  Approved with add hours per comments, and edit abbreviations  Approved  Approved with add missing topics, see comments  Approved  Not recommended for approval. Send to faculty to amend topics  Approved with amended abbreviations  Approved with topic additions and edit week 16  Approved with edits to abbreviations and substitute week 12 topic  Approved with week 1 hour edit, accessibility boxes, and title edit  Approved with corrected labs (download)  Approved with corrected labs (download)  Approved with corrected labs (download)  Approved with corrected topic (download)  Approved  Approved  Approved  Approved  Approved  Approved  Approved with edits to week 5 and 6 topics  Approved  Approved with topic edits, see comments  Approved  Approved  Approved with edit week 16  Approved  ***The DL Coordinator will forward the approved, corrected forms to Curriculum for EDC review, and will contact faculty who need to redo forms.*** |
| **Discussion** |  |
| Guest Speaker: Patti Quinones | Dr. Quinones reviewed how to access the college data dashboard with success and retention rates of students taking online classes. The DLC noted gaps in achievement. Percentages are largely used to determine areas of need. The DLC can access this data to determine goals for this year. |
| Distance Learning Course Amendment Form Revision | The DL Amendment Form Revision v 3 was reviewed. The committee recommended that the list of course outcomes be organized by category and that the lab list be increased.  ***V. 4 of the DL Amendment Form was forwarded for C&I review directly after the meeting.*** |
| SPOT Recertification Request | 2 facilitated @ONE courses that result in a badge – see descriptions below.  Assessment in Digital Learning - ***approved***  10-10-10: Communication that Matters ***– approved***  ***The Distance Learning Committee approved the above courses for SPOT recertification***. |
| DLC Goals and Purpose Function for 2023-24 | Next meeting we will discuss goals. |
| Distance Learning Handbook | Tabled due to 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

**SPOT recertification requests**

**Assessment in Digital Learning**

#### **Description**

Assessment is not just for testing anymore! This course explores the concept of assessment as a design tool that allows you to build a course centered around student learning. In this course, we’ll explore a design process called the assessment loop, looking at the ways clear learning outcomes, thoughtfully designed assessment, and analysis of assessment results can help you engage your students and build a better course. The course covers writing clear unit-level learning goals, aligning assessments to learning goals, developing authentic summative assessments and developing formative assessments that provide rich and meaningful feedback for students. In addition, we’ll explore various assignment options in Canvas, and develop an overarching plan for using assessments in digital learning environments.

### **Details**

**Fulfills:**This course is part of the **Certificate in Online Teaching & Design** and fulfills Section C: Assessment. Participants who successfully complete this course will earn a course badge.  
**Duration:**4 Weeks  
**Time Commitment:**approximately 10 hours per week, for a total of 40 hours  
**Level of Difficulty:**Intermediate. To get the most from this course, you should have some familiarity with online teaching and with Canvas. For those who have never taught online, it is highly recommended you take Introduction to Course Design and Introduction to Canvas before beginning this course.

**10-10-10 - Communication that Matters**

#### **Description**

First impressions really do count, and the first ten minutes a student is in your course can make or break their experience. Designing your course with the needs of diverse students in mind allows you to hit just the right note for that crucial first "introduction" and build intuitive elements that support each student's success.

You'll discover the power of three important "tens" in your students' interaction in the course--the first 10 minutes, the first 10 hours, and the first 10 days. You'll leave with strategies to authentically welcome students, design impactful home pages and syllabi, and create compelling activities that help your students form a meaningful learning community.

### **Details**

**Fulfills:** This course is an option of the **Certificate in Online Teaching & Design** and fulfills Section B: Interaction. Participants who successfully complete this course will earn a course badge.  
**Duration:**4 weeks  
**Time Commitment:**approximately 10 hours per week, for a total of 40 hours  
**Level of Difficulty:** Intermediate