|  |
| --- |
| Logo_MtSAC_Blk_Solid_big**Distance Learning Committee**  **2021-22** |

**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

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

## **AGENDA – September 27, 2022**

|  |  |
| --- | --- |
| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes:  September 13, 2022 | Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | C&I accepted the DLC minutes of May 10 and May 24, 2022. |
| Information Technology Advisory Committee (ITAC) Report | No meeting to report. |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | Nothing to report. Hasn’t met since last DLC meeting. |
| Faculty Center for Learning Technology (FCLT) Report (Katie) | * Find Out Fridays – series with FCLT and Library Initiative for Equitable and Affordable Learning (LIEAL). 7 sessions beginning on Friday, 10/7. Schedule will be sent out soon via email; most sessions are already available for registration in POD. * Canvas issue with some discussions not showing up in SpeedGrader. Solution – find student submission in discussion itself when students notify you. * Instructure Impact will launch soon! This is an in-line help/messaging platform. We are working on creating messaging/campaigns for Impact, Student Communication, Faculty Announcements and Accessibility tools. |
| Student Report |  |
| **DL Amendment Forms** |  |
| On Consent: AGOR 75, ARTB 14, ARTC 165, ARTD 25A, BS CNSL5, BTNY 3, BUSL 19, HT 2, HT 10, HT 12, HT 14, HT 16, PLGL 31, PLGL 38, PLGL 39, PLGL 43, PLGL 44, PLGL 48, PLGL 49, PLGL 100, PLGL 101, PLGL 102, PLGL 103  For Review and Approval:  ACCS ELL01  ACCS IAEP  ACCS N33  ACCS N34  ACCS RRW  ACCS SSW  AGOR 15  ARCH 146  ARCH 251  BUSA 62  BUSA 64  ESL SPKFDN  ESL WRTFDN  LCAS 1  MATH 12  MATH 105  MATH 135  MATH 140  MATH 170  MATH 180  MATH 181  MATH 280  PLGL 34  PLGL 41  PSYC 99  VOC AGR15  VOC BS34 | “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.  **DLC approved the consent agenda.**  Approved  Approved  Approved with minor edit  Approved  Approved with minor edits, weeks 14 – 16  Approved  Approved with amended hours week 1  Approved adding hours and will contact faculty  Approved  Approved with amended hours. Add final to WebCMS?  Approved. Add missing topic to week 5  Approved  Approved with minor edits, weeks 12 and 13  Approved with add topic to week 3  Approved  Approved  Approved with topic edits  Approved  Too many topic edits; send back to faculty  Approved with amended title and topics  Approved with amended title and topics  Too many topic edits; sent back to faculty  Approved with amended hours  Approved with amended hours  Approved with week 1 hour amended  Approved  Approved |
| **Discussion** |  |
| 2022-23 Goals | The DLC reviewed goals and suggested edits to goals 4, 7, and 10, as well as the edits to goal 3 from last meeting. It is ready to go forward. The committee recommended that a workgroup to look at data and equity be formed. DLC Membership needs to be updated.  We will wait for additional members to be appointed by Academic Senate and then update Membership list. |
| Honorlock | “[Scanning students’ rooms during remote tests unconstitutional](https://www.npr.org/2022/08/25/1119337956/test-proctoring-room-scans-unconstitutional-cleveland-state-university)”  NPR Report  Do we want to inform faculty about this?  DLC suggested that a brief email bringing this issue to the attention of faculty be created.  ***Carol will draft a brief email to send to DL Faculty.*** |
| Distance Learning Handbook | Review of DL Handbook sections – DLC members have contributed to these sections and we will go over them next meeting.   * Welcome and Introduction * Distance Learning at Mt. SAC * Definitions and Regulations |
| POCR Team | The SEAP grant funding application has been submitted and approved. The POCR team met and reviews are started. |

**Fall 2022 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](mailto:dlc@mtsac.edu)