

Distance Learning Committee (DLC)

Report to Academic Senate

October 19, 2023

Proposal to Revamp Distance Learning Amendment Form

On discussion this week is a DLC proposal for a revamped Distance Learning Amendment form. The previous form has been in place for twenty years. Since that time, regulations, requirements, and vocabulary has changed. The revamp takes into account federal and state regulations, and focuses on online pedagogy and delivery instead of instructional content (which is included in the Course Outline of Record anyway). Eventually we want this form to be included in WebCMS as a supplemental form; however, because of current programming projects, we plan to roll it out using the Smartsheet until programming can be completed.

SPOT Recertification – New Webpage! Upcoming DL Week!

See upcoming SPOT recert session on October 27 – under #4 below.

The SPOT Recertification webpage has been updated! Please check it out by going to <https://www.mtsac.edu/distancelearning/spotrecert.html>

Your recertification due date is every four years from the year you were first SPOT certified. You must complete four **approved** continuing education hours by your recertification due date. One of those hours must be Regulations Update for SPOT Recertification. Recertification evidence is due July 31.

You can find your recertification (SPOT Expires On) date by going to [SPOT Certified Faculty](#). (If this page link doesn't work, google SPOT certified faculty mtsac.)

Of 881 SPOT-certified faculty, 207 faculty have their SPOT recertification due July 31, 2024. 23 have already achieved recertified – congratulations!

If your recert is due:

1. **Do not sign up for SPOT again.** You need to complete four hours of **DLC-approved** distance learning activities, of which one hour is a required Regulations Update session.
2. **Complete Regulations Update Online. (Note: only one Regs Update counts per SPOT Recertification cycle.)** [CLICK HERE TO ENROLL IN REGS UPDATE ONLINE](#)
3. **Check the SPOT Recertification webpage for other DLC approved courses.** Under **Search for Approved Workshops here!** search to see if workshops you took count or find new ones.
4. If you need more sessions, you can sort by Workshop Type to find self-paced sessions you can use.
 - Upcoming SPOT Recertification session: **Managing Quizzes and Exams in Canvas, October 27 at 11 a.m.** Sign up in POD Connect.

- FCLT/ODLIT will be presenting synchronous sessions during **Distance Learning Week, November 6-9**. The POD Connect Calendar will be updated. Look for the FCLT Blast or my email.
5. To submit your evidence, follow the instructions under step 3, Submit your recertification transcripts.
 6. If your online course was aligned to the CVC rubric under the POCR process during your training period, you only need to take Regs Update. You can submit your certificate.

To download evidence of attendance, go to your POD transcript.

- When in POD, click the round Transcript icon. The page will load with Active courses (ones that have not been logged into POD). Under Filter by Training Status, choose Completed. This is the section that you can download attendance certificates from.
- POD processes this section by hand. Allow 2-3 weeks for them to register your training as completed. If a training you took recently is Active, it will need to become Completed for you to download a certificate.
- Download your certificates. Just choose four hours' worth. Be sure you get the Regulations Update certificate.
- Contact pod@mtsac.edu with questions. Your transcript is part of HR and I do not have access to it!

CVC (California Virtual Campus) Updates

@One has been funded for 3 years. They will continue to offer classes and support POCR.

The CCCO has contracted for the following platforms for 4 years:

- Canvas
- Canvas Studio
- Impact (messaging, in-line help, analytics)

New platforms added this year:

- UDOIT Accessibility Checker
- Turnitin Plagiarism Checker

This is good news since the CVC reorganization left the fate of @ONE unclear. To explore @ONE please go to onlinenetworkofeducators.org

Respectfully submitted,

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