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| Logo_MtSAC_Blk_Solid_big**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

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| **X** | Meghan Chen, co-chair | **X** | Matthew Dawood | **X** | Michael Dowdle |  | L.E. Foisia | **X** | Hong Guo |
| **X** | Mike Hood | **X** | Carol Impara, co-chair | **X** | Tammy Knott-Silva | **X** | Catherine McKee |  | Stacie Nakamatsu |
| **X** | Michelle Newhart | **X** | Rich Patterson | **X** | Eric Turner | **X** | Sandra Weatherilt | **X** | Student Rep:  Jem Bonfiglio  Leonardo Rojas |

Guests: Hugo Aguilera, Michael Carr

## **MINUTES – May 4, 2021**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| **Discussion** |  |
| Proctoring Review Workgroup  ***This was a special meeting called by the DLC to review the Proctoring Workgroup report in order to move it through Academic Senate before the end of the semester.*** | The Proctoring Review Workgroup report is in OneDrive.   * The report described the process the workgroup followed, including demos and tryouts. * A chart showing attributes of the five tools that the workgroup reviewed was explained to the DLC. * The workgroup, which included faculty, students, and staff, unanimously recommended that the college purchase and deploy HonorLock.   ***The DLC accepts the proctoring workgroup recommendations and recommends HonorLock.***  The workgroup report and chart was forwarded to C&I and added as an agenda item for May 11, 2021.  IB9, IIA,IIIC |

**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](mailto: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.