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| Logo_MtSAC_Blk_Solid_big **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** | Katie Datko | **X** | Matthew Dawood | **X** | Michael Dowdle |
|  | Luis Echeverria-Newberry |  | L.E. Foisia | **X** | Lauren Greenberg | **X** | Hong Guo | **X** | Mike Hood |
| **X** | Carol Impara, co-chair |  | Tammy Knott-Silva |  | Catherine McKee | **X** | John Norvell | X | Sonia Ortega |
| **X** | Romelia Salinas, co-chair | **X** | Eric Turner | **X** | Sandra Weatherilt |  | Student Rep: |  | Student Rep: |
| Guests: | | | | | | | | | |

## **MINUTES – November 14, 2023**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes:  November 14, 2023 | Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | DLC minutes from September 23, 2023 were accepted. |
| Information Technology Advisory Committee (ITAC) Report | Discussion on all-campus survey and plans to launch it. |
| Office of Distance Learning & Instructional Technology Report & CVC Tech Integration Updates (Katie) | * DL Week 11/6 - 5 sessions, 66 registrants * RSI Outreach through Impact, RSI-specific [**Bookings with IDs;**](https://outlook.office365.com/owa/calendar/FCLTMichelle@mtsac.edu/bookings/s/zGAPTwivS06NGdTav4E2xQ2)More ideas for supporting RSI TBD   + May schedule more workshops for RSI * New FCLT training space in POD will be up and running soon * New asynch online workshops (see SPOT Recert item) * ODLIT/FCLT & IT review of:   + CATT – Canvas and Teaching Technology   + Current roles & permissions in Canvas   + Process for adding LTIs   + They will bring operational concerns to us to share info |
| Educational Technology Committee (Sonia) | No report (next meeting is Monday, November 27) |
| Student Report |  |
| **DL Amendment Forms** |  |
| CHLD 71A  CHLD 71B  HUMA 1  HUMA 1H  MATH 110H  NF 25H  NF 41  NF 42  PHIL 4  READ 100  SOC 15  SOC 36 | Approved with add hours  Approved  Approved with hours edit week 2  Approved with correction to hours week 2, title, and add Honors description  Approved with check topics  Approved with edit hours week 1  Approved  Approved  Approved with remove “sample” from week 1  Approved; correct topic week 16 and abbreviations  Approved with accessibility checkboxes checked  Approved with accessibility checkboxes checked and add Final Exam to WebCMS |
| **Discussion** |  |
| Academic Senate Update | * Congrats! Matt, John, L.E., and Mike H. were all reappointed to the DLC. * DLC’s proposed Distance Learning Amendment form was approved! Carol will update links so faculty can begin to use this form. * Carol will ask the new Academic Senate President about the DL Master Plan and what role, if any, DLC should have in its creation and revision. |
| SPOT Recertification | Recert Requests. See descriptions below.  WebAIM Accessible Document Training  Pronto 101  Pyramid Exams  RSI One-on-One Workshop  RSI Peer-to-Peer Workshop  Can we accept another college’s training for SPOT recertification? |
| Accreditation Team | * The Accreditation Team reported that our accreditors have requested 50 more online courses from Fall 2023 to evaluate RSI. I met with the Accreditation Team on Wednesday to plan faculty outreach.   + Impact messages through Canvas   + Team will follow up with FA re: RSI Rubric |
| DLC Goals and Purpose Function for 2023-24 | * Final review. These documents are due to the President’s office by November 22. |
| Distance Learning Handbook | This week the DLC will review   * Regular Substantive Interaction * Course Assessment |
| Subgroup - Equity | The Equity subgroup met on November 7.   * Equity data has been largely quantitative. * Equity data has compared all DL achievement to all in person achievement. * Noncredit data is not available until January. * The group recommended dividing data into smaller groups to look for patterns and then collect qualitative data as well.   + Student survey and possibly focus groups   + Faculty survey * AI tools can help us identify themes * The subgroup will meet in early December to decide on data strategies |
| Subgroup - SPOT | The SPOT subgroup will meet November 16. |

**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

**WebAIM**

Registration is open for the [WebAIM Accessible Document Training](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwebaim.org%2Ftraining%2Fonline%2Fccc%2Fcourse%2Fregistration&data=05%7C01%7Ccimpara%40mtsac.edu%7C0b79093996af47a3377608dbdee19900%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C638348832739663117%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ZfZ1PPllvyHV5fEcbJHLzhybEJs6DfkYLtoswbZzqLE%3D&reserved=0" \t "_blank" \o "Original URL: https://webaim.org/training/online/ccc/course/registration. Click or tap if you trust this link.) cohorts, sponsored by the California Community Colleges (CCC) Accessibility Center:

·  November 6, 2023 - February 9, 2024

·  December 4, 2023 - March 1, 2024

This is a great opportunity to learn more about creating, evaluating, and optimizing accessible documents with Word, PowerPoint, and Adobe PDF. There is also a bonus Excel accessibility module.

**Additional Course Benefits:**

·  Free! The course enrollment is regularly $125 per person, however, the Accessibility Center is covering the cost for CCC staff and faculty.

·  Participants who successfully complete the self-paced course and assessments will be awarded a Certificate of Completion.

·  Those earning certificates will have ongoing access to review the course material, even after the cohort closes!

**Please note:**

·  You must have a valid California Community College-affiliated email address (.edu) in order to register.

·  Once registered, you must accept the invitation to the course to participate.

·  The training is cohort-based and participants will have 60 business days (excluding weekends and U.S. holidays) to complete the course.

·  The course requires approximately 10 hours to complete time on task.

**Pronto 101**

This is a self-paced course built by FCLT.

By the end of this workshop you will be able to:

1. Use Pronto's basic features and functions, including messaging, using groups, live meetings, and adjusting settings.
2. Enable Pronto in one or more courses you teach (and know where to find these instructions for future use).
3. Create or adapt messages to introduce students to Pronto.
4. Identify at least three ways Pronto can be used in your courses.

This workshop requires you to visit all pages and complete activities, including accessing the workshop Pronto discussion, completing 3 short video quizzes and 2 quizlets. Score over 80% on all items to open the completion module and receive 1 hour of credit for the workshop.

**Pyramid Exams**

In this one-hour workshop, faculty will learn about an equitable approach to exams, tests, and quizzes that can be used by any discipline.

The workshop covers what Pyramid Exams are, how faculty can use them in their classes, how students view Pyramid Exams, and using Pyramid Exams in online courses.

There is a culminating activity for this self-paced workshop.

**RSI One-on-One Workshop**

Regular & Substantive Interaction (RSI) is a federal requirement for all distance learning classes. This professional learning opportunity will help you understand and meet these requirements. You’ll begin first the with a self-reflection and then meet one-on-one with one of Mt. SAC’s FCLT Instructional Design Team. They will guide you to valuable resources, pedagogical approaches and tools for RSI that will support your online teaching practice.

1 hour synchronous session (50 minute ID meeting + self-reflection prior to meeting)

**RSI Peer-to-Peer Workshop**

Regular & Substantive Interaction (RSI) is a federal requirement for all distance learning classes. This professional learning opportunity will help you understand and meet these requirements. You’ll work with other participants under the guidance of one of Mt. SAC’s FCLT Instructional Design Team to reflect on RSI in your own online teaching and then discuss the ways in which you can improve RSI in the online environment. You’ll walk away from this workshop with resources, pedagogical approaches and tools for RSI that support your online teaching practice.

1 hour synchronous session