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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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|  | 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 | **X** | Catherine McKee |  | John Norvell | X | Sonia Ortega |
| **X** | Romelia Salinas, co-chair | **X** | Eric Turner | **X** | Sandra Weatherilt |  | Student Rep: |  | Student Rep: |
| Guests: | | | | | | | | | |

## **MINUTES – December 12, 2023**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes:  November 28, 2023 | Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | DLC minutes from October 24 2023 were accepted.  DLC purpose/function, membership, and goals were approved and sent to Senate Exec. |
| Information Technology Advisory Committee (ITAC) Report | Firewall update  Academic Technology Update – working on getting ongoing funding for computer replacements/updates |
| Office of Distance Learning & Instructional Technology Report & CVC Tech Integration Updates (Katie) | CVC-OEI/CCC DECO (DE Coordinators) joint meeting last Wednesday ([**Recording**](https://cccconfer.zoom.us/rec/play/KTR0ZwoLBqWkQqsSUCGfyX4dgiuthCyinYStgbWhl2VeQ5IiVNKYA0AUCTkJ2CaXU8-TK6S726M5OXTL.Tn2bUXTcQun7vIVd?canPlayFromShare=true&from=share_recording_detail&continueMode=true&componentName=rec-play&originRequestUrl=https%3A%2F%2Fcccconfer.zoom.us%2Frec%2Fshare%2FLwfZLTOWIpHw0nsFenU7JiWFfkuJSoi4FjQ5FLNKrRotDjpzlWH8J2SIEizwYfS2.gYEKfhsDxUTg_p1Q))  CVC working with CCCO on getting one system for Student Information  @ONE courses still being offered; working on Request for Information for Professional Development  CCCO is doing a statewide study on DL due in 2025  261 students cross-enrolled successfully since 2021; cross-enrollments were not as successful prior to 2022 due to issues clearing prereqs  Online Teaching Conference 6/26-28 [**registration**](https://onlineteachingconference.org/) and [**call for proposals**](https://onlineteachingconference.org/call-for-proposals/) deadline 1/31/24 @midnight |
| Educational Technology Committee (Sonia) | No meeting |
| Student Report | No report |
| **DL Amendment Forms** |  |
| ACCS IBSID  ACCS ILCS  ACCS ILHFS  ACCS ILMS  ACCS ILSBB  ACCS ILSHS  ACCS MBS  AD 1 (old form)  CHLD 50  CHLD 61  CHLD 62  CHLD 63  CHLD 86  CHLD 87  READ 70  STDY 100 | Approved  Approved with space  Approved with space  Approved  Approved  Approved  Approved  Not recommended for approval. Carol will encourage use of new form  Approved  Approved  Approved  Approved  Approved with checkboxes  Approved for FOMA  Approved  Approved |
| **Discussion** |  |
| Distance Learning Handbook | New Handbook Draft in OneDrive – see v3   * Is this a better format? If not, how should it be formatted?   General assent to the new draft. We will look at it more closely next meeting. |
| Academic Senate | As part of her President’s report, Tania Anders noted that there needed to be faculty attending the Information Technology Advisory Committee (ITAC).   * One Faculty (2023-26) * One Faculty representing Distance Learning (2022-25) * One Faculty representing Noncredit (2022-25)   Mike Dowdle expressed interest in this position.  The FA Contract allows an additional 6 LHE per year for SPOT reviewers. The Coordinators requested using 2 LHE this winter for SPOT reviews. Mike Dowdle and Sandra Weatherilt will serve. |
| Subgroup - Equity | Met Dec 5. The data coaches provided two very different data sets for the group to discuss.   * DL and not-DL by division and ethnicity. Mt SAC data is similar to success data throughout the state. Table attached. * Deep dive success in one course. FT faculty ended up having more successful students than PT.   These data sets were either too large/unwieldy or too small/personal for continued use.  The subgroup discussed:   * Examining success by DL, ethnicity, and SES (Pell grant). * Hong’s qualitative research on black male students taking online courses. Students experience compounded factors impacting their success (e.g. POC & 1st gen, POC & lower SES) with lack of interactions between student and faculty, and between peers, a major factor. * Possibly creating a student DL needs survey. How much is success due to access issues? How much is due to interaction or lack thereof? * A community of practice for online faculty. Some faculty have requested this. Unsure how to set this up and whether anyone would join this.   Next meeting tentatively set for January 24. |
| Subgroup - SPOT | Will meet Dec 13. |

**Spring 2024 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