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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 – cannot attend this semester | **X**  | Sable Cantus | **X** | Katie Datko  |  | Matthew Dawood – cannot attend this semester | **X** | Michael Dowdle |
| **X**  | Luis Echeverria-Newberry | **X** | L.E. Foisia |  **X** | Lauren Greenberg | **X** | Hong Guo |  **X** | Mike Hood |
| **X** | Carol Impara, co-chair | **X** | Tammy Knott-Silva | **X** | Catherine McKee |  **X** | John Norvell | X | Sonia Ortega |
|  | Romelia Salinas, co-chair |  |  Eric Turner | **X** | Sandra Weatherilt | **X** | Student Rep:Dulcerina Penasales |  | Student Rep:  |
| Guests:  |

## **GREETINGS STUDENT REP Dulcerina!**

## **MINUTES – April 9, 2024**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: March 26, 2024 | Approved with two abstentions |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | DLC minutes of 2/27/24 approved. |
| Information Technology Advisory Committee (ITAC) Report  | ITAC Meeting April 8, 20241. IT Survey Update - to launch late April 2024 or early Fall 2024
2. Academic Tech Update
* MS Office license changing
* Report to Cabinet updating about the changes from Microsoft - web usage would still be free, download of apps would cost $61 per user
* no decision yet...
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| Office of Distance Learning & Instructional Technology Report & CVC Tech Integration Updates (Katie) | Tech Week is on hold/cancelled. FCLT April Marathon on 4/19:* Generative AI: Your New Teaching Assistant
* Annotations with Perusall
* Meet the New Cidi Labs Design Tools
* Easy & Engaging Videos with Canvas Studio
* Interactives with PlayPosit
* Canvas Announcements & Discussions Redesign
* Community-Building with Pronto

Canvas is looking for [**feedback from faculty**](https://community.canvaslms.com/t5/The-Product-Blog/Welcoming-Feedback-Commons-is-Back-in-Action/ba-p/599260) on how best to use the Canvas Commons and additional Canvas issues. Reminder about the[**Online Teaching Conference**](https://onlineteachingconference.org/)6/26-6/28 |
| Educational Technology Committee (Sonia) |  Next meeting is Monday, April 22. |
| Student Report  |  |
| **DL Amendment Forms** | DLC Committee member: Please write “Approved” or “Approved with…” by the course you are reviewing if it’s okay to go, or needs a simple correction. Write “Committee to Review” if you want the DLC to discuss the form during the meeting. |
| (Hong)ACCS 25ACCS 26ACCS ESL25ACCS ESL26AHIS 8AHIS 10AHIS 12AHIS 12HAHIS 14AHIS 15(John)ARCH 280BS LRN 50BS STD 80BUSC 1ABUSC 1AHBUSC 1BBUSC 1BHCISN 21CISN 31CISN 31L(Mike D)CISN 34 CISN 34L CISP 24 CISP 24L CSCI 140 CSCI 145 CSCI 190 MATH 14 OAD FLIT OAD LS (Sonia)OCEA 10OCEA 10HOCEA 10LSPCH 30SPCH 30HSTDY 80VOC EST56VOC MDCSVOC SPMDVOC WL53A | ApprovedApprovedApproved with minor title changeApproved with minor title changeApprovedApprovedApprovedApprovedApprovedApproved Approved – check approval date 2019ApprovedApproved on 2020 ApprovedApprovedApproved with remove spaceApproved with remove spaceDocument is CISN 31 – redo as CISN 21Wrong form (CISN 34). Approved as CISN 21 is transferred to this one.ApprovedApproved with correct lab component checkmarksApproved with correct lab component checkmarks Approved with correct lab component checkmarksApproved with correct lab component checkmarksApprovedApproved with amend titleApprovedApprovedApprovedApproved Meeting minutes not checked, otherwise approvedMeeting minutes not checked, otherwise approvedMeeting minutes not checked, otherwise approvedChanged title to match WebCMS, otherwise approvedChanged title to match WebCMS, otherwise approvedApprovedApprovedApprovedApprovedApproved |
| **Discussion**  |  |
| Distance Learning Handbook | Last review of handbook. Please focus on the following:* Required Course Elements – check RSI elements
* Best Practices – check new sections

***The DLC reviewed the DL Handbook and has released it for further review. Carol will send a draft to Senate Exec, the Accreditation Team, and ODLIT.***  |
| Subgroup - SPOT | Met April 2. Determined that Canvas proficiency questions could be included in SPOT Smartsheet sign up. Gave Catherine feedback to take to Michelle as SPOT course is redesigned: slight change in module order and increase visibility of RSI. ***Catherine introduced a new idea for testing Canvas proficiency: a SCORM test designed by Michelle Newhart. The subgroup will discuss. The DLC looks forward to hearing about the redesign.*** |
| Subgroup - Equity | The group has reviewed some data and is waiting for additional data from RIE. The subgroup feels that a student and faculty survey will be needed to study this issue. Perhaps starting with focus groups would inform next steps. |

**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