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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 | **X** | Michael Dowdle | **X** | Luis Echeverria-Newberry |
| **X** | L.E. Foisia |  | Lauren Greenberg | **X** | Hong Guo | **X** | Mike Hood | **X** | Carol Impara, co-chair |
| **X** | Dana Johnson |  | Tammy Knott-Silva | **X** | Catherine McKee | **X** | John Norvell | X | Sonia Ortega |
| **X** | Romelia Salinas, co-chair |  | Eric Turner | **X** | Sandra Weatherilt |  | Student Rep:  Dulcerina Penasales |  | Student Rep: |
| Guests: Ann Walker | | | | | | | | | |

## **AGENDA – May 14, 2024**

Welcome, Dana!

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes:  April 23, 2024 | Approved (4 abstentions) |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | DLC minutes of March 26, 2024 approved. |
| Information Technology Advisory Committee (ITAC) Report | ITAC Meeting May 6, 2024   1. Eric Turner demonstrated new Portal design 2. Academic Tech Update - working on 2024-25 inventory of technology equipment 3. Committee Purpose and Goals Progress Report update |
| Office of Distance Learning & Instructional Technology Report & CVC Tech Integration Updates (Katie) | FCLT   * [**Faculty Survey**](https://mtsac.co1.qualtrics.com/jfe/form/SV_bdurzQ2IZL0k5Lw) closes on May 19. Let us know how we can help you! * Equity Day Marathon this Friday 5/17   + Generative AI: Your New Teaching Assistant   + Generative AI & Student Equity Considerations   + The New and Improved UDOIT for Canvas Accessibility   + RSI for Equity & Inclusion   + Optimizing Canvas Courses for Mobile Use   + Humanizing 3: Building Community with Your Online Students   ODLIT   * Canvas Update: Rich Content Editor now has Find & Replace; New Discussions will be default beginning July. * Accessibility in Canvas – UDOIT Accessibility Checker; Immersive Reader activated (in addition to ReadSpeaker) * Podcast with YCCD,[***Education by Design***](https://educationbydesign.buzzsprout.com/) on AI   General   * [**Online Teaching Conference**](https://onlineteachingconference.org/) 6/26-28 |
| Educational Technology Committee (Sonia) | * There was some discussion over whether the college should adopt an AI detection tool over concerns of false positives and other problems with reliability. Michelle Newhart expressed concern that an AI detection tool would not solve the problem of undesired AI use. Most people on the committee said that an AI detection tool is what professors want, and this is what the AI task force recommended. * K16 is no longer offering a sandbox for the college to preview their AI detection tool. * The committee saw a demo from Turnitin of their AI detection software. Their software only scans assignment submissions that are 300 words or more and that are formatted in paragraphs or tables rather than lists. It does not work with discussion boards or quizzes. They are working on adding discussion features in the future, but it depends on Instructure. * The committee voted to recommend K16 as the campus’s AI detection software along with education and professional development for faculty on how to address AI use in the classroom. It’s unclear where the funding will come from or when the campus can start using this tool. The plan is for this to go to Senate Exec and then full Senate before the end of spring semester. |
| 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. |
| (Lauren)  SOC 2  SOC 2H  SOC 5  SOC 5H  SOC 40H  JAPN 1  JAPN 4  JAPN 5  JAPN 62  SPAN 60  (Luis)  BS LRN06  COUN 2  COUN 54  CSCI 150  ESL VSPK  ESL VWRT  ENGL 58  FASH 24  LING 2  PAED CCP  (Mike H)  BUSL 18  KIN 3  KIN5  KIN 15  KIN 38  KIN 40  KORE 1  KORE 2  PLGL 37  PLGL 42  (Hong)  GERM 1  GERM 2  GERM 3  ITAL 1  ITAL 2  ITAL 3  ITAL 4  ITAL 54  ITAL 60  ITAL 61 | Not reviewed this meeting  Not reviewed this meeting  Not reviewed this meeting  Not reviewed this meeting  Not reviewed this meeting  Not reviewed this meeting  Not reviewed this meeting  Not reviewed this meeting  Not reviewed this meeting  Not reviewed this meeting  Approved  Approved  Approved  Not approved- Unable to open document  Approved  Approved  Not approved-missing two outcome and RSI required boxes checked  Approved with correction to two missing outcomes boxes not checked  Approved  Approved- DL date missing (no prior DL approval) - new  Approved  Approved with corrected title, but some methods not checked  Approved, but some methods not checked  Approved, but many methods not checked  Approved, but many methods not checked  Approved, but many methods not checked  Approved  Approved  Approved  Approved  Approved  Approved  Approved but need DL Form date  Approved? – the form says ITAL 3 as course # change to ITAL 1  Approved  Approved  Approved  Approved with course title correction  Approved with course title capitalization correction  Approved  ***The DL Coordinator will make minor changes to the forms and forward to Curriculum for EDC review.*** |
| **Discussion** |  |
| DL Handbook | The DL Handbook has been reviewed by the accreditation team and the following additions were added:   * Protocol for Distance Education Review During Accreditation was added under Procedures * Definition of Correspondence Education was added under Federal Regulations   Senate Exec made the handbook available to full Senate as an information item.  ***The Handbook is now with the FCLT for review and formatting. We hope this will be finalized this summer and the Handbook launched by Fall. The Accreditation Review Team was very interested in the Handbook and it should be speedily addressed.*** |
| AI Detection Software Discussion | The DLC discussed our use of AI. Some people independently use GPTZero or Plagium; one department has a department subscription to CopyLeaks; and some departments noted that understanding AI is vital to their students’ future employment. The DLC agreed that knowing how to use AI is key and advocates for continuing professional development. |
| DLC Subgroup – Equity | The Subgroup met May 7. John shared RIE data.  [Student based data.xlsx](https://mtsac0-my.sharepoint.com/:x:/g/personal/jnorvell_mtsac_edu/EQCS4GFei6pMlmiAVV2xCzgBy2ntua28V3NbnJlja0y_Sw?e=sLVzpo&xsdata=MDV8MDJ8Y2ltcGFyYUBtdHNhYy5lZHV8NDgzYjA0Y2RhOGNiNDcxYTEyNGMwOGRjNmVkODE5ZTF8Y2M0ZDRiZjIwYTllNDI0MGFlZGVhN2QxZDY4OGY5MzV8MHwwfDYzODUwNzEyMTYyNjk0MTE2M3xVbmtub3dufFRXRnBiR1pzYjNkOGV5SldJam9pTUM0d0xqQXdNREFpTENKUUlqb2lWMmx1TXpJaUxDSkJUaUk2SWsxaGFXd2lMQ0pYVkNJNk1uMD18MHx8fA%3d%3d&sdata=ME5aU0x5d2s4WHVFTmVyNnMrWTRwdDkzemp3SWtBekhaSVNaalh5Q05EVT0%3d)  Discussion:   * Mt SAC data is similar to success data throughout the state.  There continue to be discrepancies in success by equity group both in online and in-person classes. * In general, there are not significant differences in success between DL and in-person courses in different racial groups, except for Black or African American students, who are less successful in online courses but more successful in hybrid courses. Asian students have the highest success rates. * Low-income students show *less* difference in success by modality. * Twice as many online students are first generation than non-first generation. * First generation students are less successful in all modalities of classes including online. * A comparison of success in 8 week vs 16 week courses demonstrated lower success rates in 8 week classes, especially for Hispanic and Black/African American students. * Online success is due to many variables. Some success may be related to pedagogy. Variables not related to pedagogy is more reflective of student readiness and expectations, technology, time commitments and other barriers. * The subgroup recommends creating and launching a student survey about online education to address these questions. |
| SPEQ Research Update | Elizabeth Lobb and Hong Guo have agreed to research more community colleges that can be used for SPEQ this summer. |
| RSI | Follow up from last meeting. What can be seen in the course shell after the course is concluded? What reports can be run?  [**Sample Impact Course Report**](https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:8797ec4f-6ab3-3698-9d76-f8cbf0bd8451)  ODLIT is reaching out to vendor about their tools. The Impact course report showed that instructor use of Message Students Who can be identified. However, instructor use of other tools is not descriptive. |
| Goals Update | Report is due to Academic Senate in May and President’s office in June. |
| ASCCC Resolution Update | For your information. See page 19. |
| SPOT Alternatives | @ONE’s 5-year grant ended and funding changed. @ONE is still searching for new providers for learning. As a result, IAOTL has not been updated for a year. IAOTL, a 4-week, facilitated training, is not as robust as SPOT – it does not require accessibility demonstration, for instance. OTD is more comparable. IAOTL does not focus on RSI. Should there be additional requirements to ensure standardization?  The DLC will need to continue to discuss this issue. |

**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