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| Logo_MtSAC_Blk_Solid_big**Distance Learning Committee**  **2022-23** |

**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** | Michael Carr | **X** | Matthew Dawood | **X** | Michael Dowdle | **X** | Katie Datko | **X** | Luis Echeverria-Newberry |
| **X** | L.E. Foisia | **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 | X | Sandra Weatherilt |
|  | Committee Member |  |  |  |  |  |  |  | Student Rep: |

## **MINUTES – February 28, 2023**

Welcome, Sonia!

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes:  November 22, 2022 | Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) | C&I accepted the DLC minutes of October 25, 2022. |
| Information Technology Advisory Committee (ITAC) Report |  |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | Nothing to report. Has not met since last FLAC report. Tomorrow’s meeting is being rescheduled. |
| Office of Distance Learning & Instructional Technology Report (Katie) | * Change in Library & Learning Resources Division name – Library, Learning Resources and Distance Learning.   + New Unit: Office of Distance Learning & Instructional Technology (ODLIT). FCLT will remain as part of this unit. * Spring Training Week – 7 sessions * Find Out Fridays with FCLT & LIEAL beginning 3/10. 8 sessions from March to June. * Instructional Tech Updates:   + CopyLeaks plagiarism-checking trial. Currently seeking faculty volunteers.   + Pronto Communication Platform will be funded for 5.5 years. * CVC: Software update to clear pre-requisites for cross-enrollment exchange starting with Winter 2023. For Spring 2023, 15 validated & registered students from other colleges. * @ONE Update: See below |
| Student Report | John Norvell shared that Eunice Han, Phi Theta Kappa President, is awaiting appointment as student representative from Associated Students. |
| **DL Amendment Forms** |  |
| On Consent  BUSR 59, CISS 25L  Forms for Review and Approval  ARTC 120  BUSA 71  BUSA 8  BUSM 51  BUSM 52  BUSM 66  CISM 11  CISP 31  CISP 31L  CISS 23  CISS 25  HRM 52  HRM 91  JOUR 107  JOUR 108  KIN 17  MEDI 90  PHIL 99  R-TV 11 A  R-TV 15  SIGN 108  SOC 7 | “On Consent” indicates DL Forms that were created less than three years ago in response to the pandemic, and there are no changes as the course goes through 5-year review.  Forms must be reviewed if any of the following have changed: Course title, course identifier, lecture topics, lab topics, units, proportion lecture to lab.  ***The DLC approved the DL Amendment Forms on Consent.***  Approved  Approved  Approved with add hours, and contact faculty  Approved with edit of week 1 topic and check activities  Approved with check activity hours  Approved with edit topics weeks 10 and 16 and check activities  Approved with add lab 1.5/week and contact faculty  Approved with hours amended and add hours, contact faculty  Approved; add more group work (now has 5 of 15 weeks)  Not recommended for approval. Needs extensive topic revisions  Not recommended for approval. Needs extensive topic revisions  Approved with amended activities and hours and accessibility checklist. Amend topic week 8  Approved  Approved  Approved  Approved with edit week 8 topic  Approved with add topic to week 9  Approved with add hours and edit activities  Approved  Approved  Not recommended for approval. Contact faculty re topics  Approved with check accessibility checklist  ***The DLC approved most of these DL Amendment forms and they will be forwarded to curriculum. Other faculty will be contacted re: revisions to their DL Amendment forms.*** |
| **Discussion** |  |
| Canvas RSI Workgroup Update | The Canvas RSI workgroup met every other Thursday through most of the winter. The workgroup discussed ways of ensuring privacy in merged online courses and referred the topic of “merging” for legal opinion. After we receive the opinion, we will elicit feedback on best practices to share information with faculty.  The workgroup has also reviewed the RSI rubric and may suggest changes that more fully reflect the regulations. Still under discussion is a proposed process. |
| SPOT Recertification Requests | * Canvas Accessibility (Self-Paced) * The ABCs of RSI * Online Assessments and Emerging AI Platforms * Humanizing Part Two: Creating a Welcoming Course   ***The DLC approved all these trainings for SPOT recertification.*** |
| @ONE News | News in January that @ONE is being restructured. No update on what that will look like. The CCCO has assured the CVC that @ONE programming will continue through the summer. Adoptable courses in Commons should stay.   * DE Coordinators’ Group (CCC DECO) has sent a letter requesting transparency/continued funding. * Feel free to pass along this petition to faculty colleagues: <https://www.ipetitions.com/petition/one-letters-of-support>   What message should be sent to faculty? - Give update to faculty in Academic Senate report and circulate the petition. |
| New Regulations Requiring Disclosure of Proctoring and Other Purchased Software | Recently revised Title 5 requires that colleges inform students of test or assessment proctoring requirements or required technology platforms, devices and applications. FCLT is collecting information from faculty about when Honorlock is used.  How to adhere to these regulations are still being considered at Mt. SAC. The DLC will make statement/recommendations after Mt. SAC has decided on a process. |
| Senate Referral to DLC: Cheating/plagiarism reduction/mitigation strategies for online teaching | This was part of the Academic Senate Goals. It was noted that the FCLT supports tools such as HonorLock and Unicheck. Does DLC want to make additional recommendations? Question posed, to be considered next meeting. |
| Senate Referral to DLC: DLC requested to make recommendations to address gaps in support for DL Students. | This was part of the Academic Senate Goals. It was noted that Distance Learning (not the DLC) supports the Mountie Student Hub by including it in SPOT training. Does DLC want to make additional recommendations? Question posed, to be considered next meeting. |
| Online Equity Day? | Racial Justice Task Force recommendation included Online Teaching  * Use Racial Justice Taskforce Recommendations to continue to support training for equity in online teaching. * Considering offering a one-day online equity focused day.   Subject introduced. To be discussed further at next meeting. |
| Distance Learning Handbook | This item was tabled due to lack of time. To be continued next meeting.  This week the DLC will review   * Basic Principles for Online Course Design * Regular Substantive Interaction * Course Materials   The next sections to review will be:   * The Peralta Equity Rubric * Course Assessment * Student Privacy |
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**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

**The ABCs of RSI**

This workshop reviews the core components of regular, substantive interaction as defined in policy, then turns to suggestions for how to meet RSI requirements in any distance learning course. We will review the Mt. SAC RSI checklist and discuss creative ways to meet RSI.

**Online Assessments & Emerging AI Platforms:** Worried about the new AI platforms? Concerned about the integrity of your assessments? This workshop will address how assessments can be revamped so that students can use Large Language Model (LLM) technology as a springboard for idea-generation in writing assignments. Strategies and ways LLM content can be used as an equity-centric means for students to co-create course content and Open Educational Resources will also be evaluated.

**Humanizing Part Two: Creating a Welcoming Course**