



Distance Learning Committee

2020-21

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 changes pertaining to distance learning
- evaluate and promote a variety of effective practices and standards for distance learning
- provide a forum for sharing and collaboration among distance learning faculty by sponsoring informational meetings, discussions, and workshops pertaining to distance learning
- facilitate the implementation and update to the Distance Learning Master Plan
- coordinate with campus committees and other constituencies with regards to distance learning

x	Meghan Chen, co-chair	x	Matthew Dawood	x	Michael Dowdle	x	L.E. Foisia	x	Hong Guo
x	Mike Hood	x	Carol Impara, co-chair	x	Tammy Knott-Silva	x	Catherine McKee	x	Stacie Nakamatsu
x	Michelle Newhart	x	Rich Patterson	x	Eric Turner	x	Sandra Weatherilt		Student Rep: Jem Bonfiglio Leonardo Rojas

Guests: Ed

Estes

MINUTES – March 23, 2021

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: 3/9/2021 meeting – assign themes	Approved.
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol)	DLC minutes of November 10, November 24, and December 8, 2020 accepted
Information Technology Advisory Committee (ITAC) Report	Has not met yet.
Faculty Learning Activities Committee (FLAC) Report (Catherine)	Will meet May 21.
Faculty Center for Learning Technology (FCLT) Report (Michelle)	Survey for interest in moving students from gmail to Outlook has been designed and is being reviewed.
Student Report	
DL Amendment Forms	
DL Faculty Workgroup Recommendations	The spring DL faculty workgroup met on March 12 and March 19, 2021. Please review recommendations (below) and vote to accept/approve the recommendations. The DLC accepted the recommendations and approved the DL Amendment forms to be forwarded to EDC. IB9, IIA, IIIC

Discussion	
Proctoring Review Workgroup	<p>Workgroup has been formed with Hugo Aguilera of FCLT, and faculty from math, lab science, accounting, allied health, and paralegal. At the first meeting, faculty discussed issues with Proctorio, currently available settings, and reviewed potential proctoring tools. Most potential tools integrate into Canvas and do not require software downloads. For the next step, vendors will create demos using faculty-generated test questions. Students will be invited to join the process.</p> <p>IB9, IIA, IIC, IIIC</p>
Scheduling Language	<p>Instruction is working on clarifying descriptions of online course modality in the schedule of classes. Representatives of Instruction will be invited to the Student-Facing DL Info Workgroup to get student input.</p> <p>IIA, IIIC</p>
SPOT Recertification Course	<p>Creating an Equity Minded Universally Designed Syllabus in Canvas – Online self-paced 1-hour course by Emily Versace – reviewed by POCR team</p> <p>Creating Dynamic Lectures (Online): Part A (3 hours) Creating Dynamic Lectures (Online): Part B (3 hours) -Synchronous training to show ways to structure online lessons and incorporate interactive hands-on activities to help students learn and remember more in your classes.</p> <p>Virtual Facilitation Tools -Interactive training to take faculty step by step on how to use the tools presented in Creating Dynamic Lectures. In this training, you will get hands-on practice in creating Zoom based learning activities using:</p> <ul style="list-style-type: none"> •Google Tools •Padlet •Zoom Tools <p>The DLC approved these courses for SPOT Recertification.</p> <p>IIA, IIIC, IIIA14</p>
CVC Consortium	<p>Mt. SAC is entering Phase Two in which we will be a Teaching College in the Student Exchange. (As a member of the consortium, we were already a Home college). We are aiming to offer courses through the Student Exchange as of summer.</p> <p>IIA, IIIC</p>
POCR and other college - exceptional service	<p>Two DL groups received exceptional service allotments this semester.</p> <ol style="list-style-type: none"> 1. The POCR team is offering an introduction to the CVC quality process on April 9. We will deploy a Qualtrics survey this week to capture participants’ experiences. 2. Two DL Faculty received exceptional service hours to review other college’s training to determine if there are equivalent experiences to SPOT or @ONE IOTL. The faculty will bring their recommendation to the DLC.

	IB9, IIA, IIIC
Faculty Facilitators	The Faculty Facilitators met March 12. We will start a Community of Practice for online/synchronous teaching and office hours. IIA, IIIC
AP 4105	Our tasks this week were to: 1. Review the AP list of topics and order. Discussion <ul style="list-style-type: none"> The order of topics was determined. See document in OneDrive. 2. Review the REC Task Force recommendations to update the REC section of the AP. This section has already been approved by the Senate, but was never integrated into a final version and published. Discussion <ul style="list-style-type: none"> This topic will be worked on by Carol, Catherine, Rich, and Ed Estes. The new regulations will be integrated into this section. Accessibility section will be worked on by Matt, Michelle, and Eric. The Equity section has not been assigned. A folder with readings will be provided.
	IB9, IIA, IIIC

Spring 2021 semester dates – 8 meetings – as needed (finals week)

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

DLC Accreditation Themes:

- IB9. Assuring Academic Quality and Institutional Effectiveness Academic Quality – Engages in continuous, broad based, systematic evaluation and planning
- IIA. Instructional Programs – Uses delivery modes, including DL, in support of equity
- IIIB. Library and Learning Support Services – Provides library and other learning support services to support educational programs, including DL
- IIC. Student Support Services – Evaluates and demonstrates that student support services support student learning in various modes, including DL
- IIIC. Technology Resources – Provides support in the use of technology
- IIIA14. Human Resources – Provides all personnel with appropriate opportunities for continued professional development.

Workgroup Review Recommendations March 12, 2021 Meeting

Participants: K. Allende; S. Burgoon; D. Chavez; K. Coreas; S. Doonan; L.E. Foisia; M. Hood; C. Impara; D. Rowley

Course Reviewed	Workgroup Action	DLC Review
Smartsheet		
ENGL 80	Approved	3/23/21
MENT 73L	Approved with edit week 16, remove exams and add topic, Week 13: deleted extra topic -Week 16: deleted 2nd final exam (no parity)	3/23/21
MENT 82	Approved with edit week 16	3/23/21
SPAN 2	Approved with edit week 16	3/23/21
SPAN 3	Approved	3/23/21
WELD 53A	Approved	3/23/21
WELD 60	Approved with edits weeks 4, 5, 7, 12	3/23/21
WELD 80	Approved with edits weeks 1, 16	3/23/21
WELD 81	Approved with edits week 1, 11, 16	3/23/21
WELD 90A	Approved with edit week 1	3/23/21
WELD 90B	Approved with edit to title and week 1	3/23/21
WELD 96	Approved with edit to topics using lab topic	3/23/21
		3/23/21
DL Form		3/23/21
BIOL 17	Not recommended for approval. Contact faculty for edits see comments	-----
MUS 2	Approved	3/23/21
MUS 3A	Approved	3/23/21
MUS 3B	Approved	3/23/21
MUS 5A	Approved with reduced hours -Contact faculty to ok, add lab hours week 9, add two topics, edit week 16	3/23/21
MUS 5B	Approved with reduced hours - Contact faculty to ok – should be 54 hours, see topic edits	3/23/21
MUS 6A	Approved with reduced hours - Contact faculty to ok – should be 54 hours, see topic edits	3/23/21
MUS 7	Approved	3/23/21
MUS 10B	Approved with corrections – see comments	3/23/21
MUS 11A	Approved	3/23/21
MUS 11B	Approved	3/23/21
MUS 13H	Approved	3/23/21
MUS 16	Approved, delete extra LO week 15, remove ½ hour per week	3/23/21
MUS 17A	Approved, remove final exam from week 16 and replace with topic	3/23/21
MUS 17B	Approved	3/23/21
MUS 18	Approved	3/23/21
MUS 22	Not recommended for approval. Too many topics missing – send back to faculty	-----

MUS 23A	Approved with edit week 16	3/23/21
MUS 23B	Approved with edit week 16 and GW. See if GW topic needs to be added to LA topic	3/23/21
MUS 24	Check topics again, remove GW topics, edit week 16 and week 1	3/23/21
MUS 29	Move topics from GW, add two topics, see comments	3/23/21
MUS 50	Approved	3/23/21
MUSA 120	Not recommended for approval. Wrong WebCMS to compare, bring back to group	-----
MUS 150	Approved with edit week 16	3/23/21
NURS 1B	Approved with edits weeks 2 and 14	3/23/21
NURS 2	Approved with edits -Week 8: extra topic deleted minor edits to weeks 2, 3, 9-13 & 16	3/23/21
NURS 10	Approved with add/move two topics, edit punctuation weeks 2-10, 12-16	3/23/21
NURS 11	Approved with update to hours	3/23/21

**Workgroup Review Recommendations
March 19, 2021 Meeting**

Participants: K. Allende; S. Burgoon; D. Chavez; K. Coreas; S. Doonan; L.E. Foisia; M. Hood; C. Impara; D. Rowley

Course Reviewed	Workgroup Action	DLC Review
Smartsheet		
ARAB 2	Approved with topic edits weeks 4, 8, 9, 16	3/23/21
CHIN 1	Approved with topic edits	3/23/21
CHIN 2	Approved with topic and hours edits	3/23/21
CHIN 3	Approved with topic edits	3/23/21
CHIN 4	Approved with topic edits	3/23/21
CISB 16	Approved with minor edit week 11	3/23/21
CISN 24L	Approved	3/23/21
CISW 24L	Approved	3/23/21
ESL 21S	Approved with hours and activities edits week 5 and 9	3/23/21
ESL 70	Approved with edits to weeks 15 and 16	3/23/21

ESL 80	Approved	3/23/21
ESL 90	Approved with minor edit week 16	3/23/21
EMS 40	Approved with adding 3 hours per week; contact faculty	3/23/21
ID 23	Not recommended for approval. Return to faculty for topic revisions	-----
ID 25	Approved	3/23/21
ID 36	Approved with topic edits	3/23/21
ITAL 53	Approved with edit week 8	3/23/21
ITAL 54	Approved with topic edits multiple weeks see comments	3/23/21
MENT 73T	Not recommended for approval. Send back to faculty to correct topics	-----
PSYC 3	Approved with minor edits, see comments	3/23/21
PSYC 3H	Approved with minor edits, and honors statement	3/23/21
SIGN 102	Approved	3/23/21
SIGN 103	Approved with minor topic edits	3/23/21
SIGN 105	Approved	3/23/21
SIGN 108	Approved	3/23/21
SIGN 201	Approved with edit week 1 hours	3/23/21
SIGN 202	Approved	3/23/21
SIGN 210	Approved	3/23/21
SIGN 220	Not recommended for approval. Return to faculty – wrong COR used	-----
SIGN 223	Approved	3/23/21
SIGN 225	Approved with minor change to activity designator	3/23/21
SIGN 227	Approved with minor topic changes week 12 and 16	3/23/21
SIGN 299	Approved with delete final exam and repeat topic week 16	3/23/21
SPAN 1	Approved	3/23/21
SPAN 54	Approved with topic edits and title inclusion	3/23/21
VOC BS50	Approved	3/23/21
VOC CI11	Approved with topic edits	3/23/21
VOC CI11L	Approved	3/23/21
VOC CNT50	Approved	3/23/21
VOC HTH06	Approved	3/23/21