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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 |  | Mike Hood | **X** | Carol Impara, co-chair | **X**  | Tammy Knott-Silva |
| **X** | Catherine McKee | **X** | John Norvell |  **X** | Sonia Ortega | **X**  | Romelia Salinas, co-chair | **X** | Sandra Weatherilt |
|  |  |  |   |  |  |  |  |  | Student Rep:Laksh Kalra |

Guests: Abby Wood, Kristina Allende, Ed Estes

## **MINUTES – March 28, 2023**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: March 14, 2023 |  Approved |
| Reports: |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) |  DLC minutes of 11/22/2022 accepted. |
| Information Technology Advisory Committee (ITAC) Report  | * Technology Plan is complete.
* New analytics and management platform for student computer labs was presented.
* Multi-factor authorization will be rolled out to the campus in phases. This is to comply with various regulations and insurance requirements.
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| Faculty Learning Activities Committee (FLAC) Report (Catherine) |  FLAC has not met since the last DLC meeting. |
| Office of Distance Learning & Instructional Technology (Katie) | Reminder: [**Online Teaching Conference registration**](https://www.eventbrite.com/e/2023-online-teaching-conference-tickets-453932082077) is open! 6/21-23FCLT Updates:* [**Regular, Substantive Interaction (RSI) for Equity and Inclusion**](https://mtsac-edu.zoom.us/meeting/register/tZAtcu-qrDIvHtHw37Kof7OGFcw6E4yP_jmo)Find Out Friday Workshop, 4/7 @ 1:30 PM (Name change from the **ABCs of RSI**, but same workshop that was approved for DL Recertification 2/28.)
* [**2023 FCLT Annual Services Survey**](https://mtsac.co1.qualtrics.com/jfe/form/SV_7O3Bi3CbEmJeA2a)Open until 4/13. Please share.

ODLIT Updates:* CopyLeaks Demo – 6 people currently testing.
* Change in **Screencast-O-Matic:** New name – [**ScreenPal.**](https://screenpal.com/)Not much else has changed.
* **HonorLock Survey** 47 out of 61 faculty who use the tool completed.
* **Zoom Whiteboard** – New tool in Zoom. Seems to work with screenreaders, but we have asked ACCESS to double-check.
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| Student Report  |  |
| **DL Amendment Forms** |  |
| On ConsentBUSS 79, MATH 100, MATH 120Forms for Review and ApprovalAGHE 85 ANIM 140ANIM 146BUSM 50 CHLD 6 CHLD 75 CISN 31 CISP 34 SIGN 108 VOC AR147 VOC AR247 VOC BM20 VOC BM51 VOC BM52 VOC BM66 VOC FDB1 VOC FDB2  | “On Consent” indicates DL Forms that were created less than two 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 with edits to week 1 hour.Approved with check title capitalizationApproved with update capitalization and add lab topicApprovedApproved with remove assignments and update punctuation and change fonts to matchApprovedApproved with check accessibility checkboxes, edit topicsApproved with complete checkboxes and minor editsApproved with update titleApproved with edits to topicsApproved ApprovedApprovedApprovedApprovedApprovedApproved***The DLC approved these DL Amendment forms and they will be forwarded to curriculum.*** |
| **Discussion**  |  |
| RSI Canvas Workgroup referred issues to DLC | The RSI Canvas workgroup has discussed the issue of merging Canvas shells. They received a legal opinion which is included in the One Drive. The workgroup requests that DLC make recommendations and include best practices for merging Canvas shells and integrating third party tools and publisher sites to ensure student privacy and FERPA compliance. It is noted that controlling Canvas through the back end and requiring student waivers are not practicable currently.* Carol, Catherine, Sandra, and John will draft a recommendation for the committee to edit.
* Faculty with experience using publisher tools should be consulted.
* A checklist of best practices may be helpful.
* The committee will identify processes that should be forwarded to Faculty Association for negotiation.
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| Noncredit ABE Online Training Needs and Proposal | Adult Basic Education - High School Referral training follow-up. There is a request for modified SPOT training for this cohort. Last week, the DLC agreed that this unique program could have modified SPOT/DL certification and began the discussion of what that training would look like.FCLT Instructional Designers, HSRP faculty and Assistant DL Coordinator met on 3/24. Discussed reviewing the program shell, determining what content should be covered, format and potential timeline. Will meet again in the first few weeks of April to prepare update for the DLC to take to the Academic Senate.***The DLC will await the workgroup recommendations, hopefully in April.*** |
| SPOT Recertification Name | There has been some confusion with the name SPOT Recertification. Some faculty have taken this to mean retaking SPOT. ***The DL Coordinators will meet with Faculty Association to introduce topic to attempt to clarify nomenclature.***  |
| Senate Referral to DLC: Cheating/plagiarism reduction/mitigation strategies for online teaching | This item was part of the Academic Senate Goals.  It was noted that the FCLT supports tools such as HonorLock and Unicheck.  Senate goals indicated this goal is fulfilled, however, request is for more information on how to find training. ***The DLC agreed that after ODLIT processes the Honorlock surveys, the DLC will update Recommendations for Online Proctoring and brainstorm faculty training.*** |
| Senate Referral to DLC: DLC requested to make recommendations to address gaps in support for DL Students. | This item 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. The DLC will make a statement of support and recommend best practices for faculty information, to be provided to Academic Senate. The statement will be started in OneDrive for the next meeting and will include recognition and support Canvasadors, Laptop Loaner, Student Tech website, and include syllabus and orientation language for faculty to integrate into their courses. Student tech website - <https://www.mtsac.edu/studenttech/>***Carol will begin a draft of the statement to review next meeting.*** |
| Distance Learning Handbook | This week the DLC will review* Basic Principles for Online Course Design
* Regular Substantive Interaction
* Course Materials

The next sections to review will be:* Course Assessment
* Student Privacy
* Accessibility of Distance Education Courses

This item was tabled due to lack of time. |
| DL Amendment Forms | The current DL Amendment form process is conducted outside of WebCMS. Curriculum has requested that it be reintroduced into WebCMS again, but in a different way so that we don’t run into the same issues we did before. Mt SAC’s DL Amendment form is unique and its basic format has not changed in nearly 20 years. Before reintegrating it into WebCMS, we should examine the form itself to determine if changes need to be made. A workgroup should be formed.This item was tabled due to lack of time. |
| Recert Day | DL/SPOT recertification intensive planned for May 12 with an equity focus. Session descriptions to follow; however, we hope to include Keynotes from Romelia’s research and Hong’s research, a POCR best practices review, a presentation on using data, an FCLT Equity presentation and an RSI presentation. This item was tabled due to lack of time. |
| SPEQ Update | See report in One Drive.This item was tabled due to lack of time. |

**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

1. **Canvas Shell Work Group Recommendations to DLC regarding merging of Canvas shells (based on the Legal Opinion).** Here are the draft recommendations:
	1. A process for merging Canvas shells that ensures Canvas features will safeguard FERPA

 i. Canvas settings at the systems/global level (by Office of Distance Education, IT, etc.)

 ii. Professor's settings within each Canvas shell (i.e., course shell level settings in the control of the professor)

* 1. Professional development and training on how to ensure compliance with FERPA within merged Canvas shells.
	2. Collaborative compliance check that includes professors and administration of all merged Canvas shells.

1. **Process of Recommendations.**
	1. The Canvas Shell and Related Matters Workgroup Recommendations Document:

 i. *Recommendation #2: That, based upon the legal opinion above, the Academic Senate direct the Distance Learning Committee (DLC) to recommend procedures and/or training for Faculty merging Canvas shells regarding compliance with federal and state laws and regulations and accreditation standards (e.g., FERPA, Title IX, Title 5)*

 ii. *These recommendations will be provided to the Academic Senate, Faculty Association, and The District for their agreement.*

* 1. These recommendations to be mutually agreed upon by Academic Senate, Faculty Association, and Cabinet.