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| Logo_MtSAC_Blk_Solid_big**Distance Learning Committee**  **2019-20** |

**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

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| **x** | Ron Bean | **x** | Meghan Chen, co-chair | **x** | Matthew Dawood | **x** | Michael Dowdle | **x** | Edwin Estes |
| **x** | Hong Guo | **x** | Carol Impara, co-chair | **x** | Catherine McKee | **x** | Stacie Nakamatsu |  | Michelle Newhart |
| **x** | Richard Patterson | **x** | Tammy Knott-Silva | **x** | Sandra Weatherilt |  |  |  | Student Rep: |

Guests: Eva Figueroa

## **MINUTES – MAY 26, 2020**

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| **AGENDA ITEM** | **DISCUSSION/COMMENTS** |
| Approval of DLC minutes: 5/12/2020 meeting – assign themes | Approved with additions |
| **Reports:** |  |
| Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol) |  |
| Information Technology Advisory Committee (ITAC) Report (Rich) | ITAC did not meet. |
| Faculty Learning Activities Committee (FLAC) Report (Catherine) | FLAC had not met. |
| Faculty Center for Learning Technology (FCLT) Report (Michelle and Eva) | FOMAR Training launched Friday  This was a huge effort that FCLT designed and created in a completely new system (Cornerstone) in a record amount of time. Kudos to FCLT for their excellent, quick turnaround.  Cidi Labs is in testing phase.  A cohort of faculty are testing Cidi Labs. FCLT is working out Train the Trainer plans  Concern because Cidi Labs has only been approved for one year  IIA, IIIC, IIIA14 |
| Student Report |  |
| **DL Amendment Forms** |  |
| SOC 14  BUSS 85  PSYC 10  CHLD 5  CHLD 11  CHLD 50  CHLD 1  CISD21L  CISP24L  Hist 10H  Hist 10  DN-T 18  AGHE 86  CISP 41 L  CISS27  CISS29  Buss 50 | Approved  Approved with corrections to hours and topics  Approved with corrections to topic  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved  Approved with correction of topics  Approved  Approved  Approved  Approved after accessibility checklist is fully checked  IIA, IIIC |
| **Discussion** |  |
| Synchronous Best Practices | Areas for committee members to expand synchronous practices were assigned. Next meeting there will be a review.  IB9, IIA, IIIC |
| Goals Statement | DLC reviewed the goal achievements and approved the writeup.  Carol will forward to the President’s Office by the due date of June 1.  IB9 |
| Non-credit DL Workgroup | Noncredit workgroup met 5/20. The purpose of the noncredit workgroup is to determine if the current DL Amendment form meets the needs of noncredit courses. If there are courses that the form does not meet the needs, then the workgroup will design a new form to bring to DLC for approval.  IB9, IIA |
| Live Captioning | Report in One Drive.   * Otter.ai recommended as wrap around autocaptioning * VITAC (through DECT) recommended as live captioning source * Mt. SAC’s ACCESS continues to advocate for live captioning for all synchronous courses. Chancellor’s office interprets law as captioning is required only in case of documented disability. ACCESS to meet with Chancellor’s Office next week.   IIC, IIIC |
| CVC OEI (California Virtual Campus Online Education Initiative) | Synopsis of new Master Agreement. See highlighted items.   * Local implementation of CVC Exchange no later than June 2023 * Establish a local POCR process. * Align at least 20% of online courses within two academic years. * Develop additional online courses that fill critical gaps (English, Math) as outlined by CVC OEI management team. * Ongoing accessibility, student support services   Mt. SAC has established a POCR process. English and Speech courses going online, with Math concerned about proctoring. Mt. SAC offers student support. Course alignment goal is very high for Mt. SAC.  IIA, IIIC |
| CVC OEI Online CTE Pathways Grant | * Advisory Board met on 5/18   IB9, IIA, IIA, IIIC |
| OTC Conference | Fully online and free! Sessions are not yet available. We can look at sessions and approve for SPOT recertification later.  IIA, IIIC, IIIA14 |
| SPOT Recertification | Recertification intensive workshop held May 21  IB9, IIIA14, IIIC |
| **Announcements:** |  |
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**Spring 2020 semester dates –8 meetings –**2/25, 3/10, 3/24 (cancelled due to campus pause in instruction), 4/14, 4/28, 5/12, 5/26, 6/9 as needed **(finals week)**

**DLC Meetings - 2nd and 4th Tuesdays at 1:15 – 2:45 PM in 6-226A**

DLC website: https://www.mtsac.edu/dlc/

DLC listserv: [dlc@mtsac.edu](mailto: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
* IIB. 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.