



Distance Learning Committee

2021-22

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

	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	Romelia Salinas, co-chair	x	Sandra Weatherilt		Student Rep:
	Committee Member		Committee Member						

Guest: Ed Estes

MINUTES – October 25, 2022

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: October 11, 2022	Approved with corrections
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol)	C&I accepted the DLC minutes of September 13, 2022.
Information Technology Advisory Committee (ITAC) Report	No meeting since last DLC meeting.
Faculty Learning Activities Committee (FLAC) Report (Catherine)	No FLAC meeting since last DLC meeting. Next FLAC meeting: November 2.
Faculty Center for Learning Technology (FCLT) Report (Katie)	<ul style="list-style-type: none"> • FCLT News Bytes weekly emails – sent to all faculty; 38 subscribers • Find Out Fridays: What, Why & How: OER 101 with Monika Chavez 10/28; Canvas Modules 101 with Eva Figueroa 11/4 • New tools: <ul style="list-style-type: none"> ○ Alternative Formats currently available on Course Navigation, converts to many different file types.

	<ul style="list-style-type: none"> ○ In-Line Help will be launched this week (10/25 or 10/26) through a tool called Impact. This will easily connect everyone to the Canvas Guides and 24/7 chat. It will also include targeted support messages for specific tools/resources/functions in Canvas.
Student Report	
DL Amendment Forms	
On Consent: CUL 105, CUL 110, CUL 111, VOC PHO26	<p>“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.</p> <p>Forms must be reviewed if any of the following have changed: Course title, course identifier, lecture topics, lab topics, units, proportion lecture to lab.</p> <p><i>The DLC approved DL Amendment forms on consent. They will be reported to Curriculum.</i></p>
<p>For Review and Approval:</p> <p>AMLA 72 ANIM 210</p> <p>CHLD 61 CUL 101 CUL 102 CUL 103 CUL 104 CUL 106 CUL 107 CUL 108 CUL 112 CUL 114 CUL 121</p> <p>CUL 125 HRM 51 HRM 56 HRM 57 HRM 59 HRM 64 HRM 66 HRM 70 HRM 74 R-TV 09 VOC AGR75</p>	<p>Not recommended; needs complete topics</p> <p>Approved with corrected week 11 hours, delete row under week 16</p> <p>Approved</p> <p>Approved with topic edits, see comments</p> <p>Approved with add topic “knife skills.”</p> <p>Approved</p> <p>Approved</p> <p>Approved with hours changes, see comments</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved with title change and add 2 hours/week, topic change week 16</p> <p>Approved</p> <p>Approved with topic edits weeks 3, 4, 5, 7, 13</p> <p>Approved</p> <p>Approved</p> <p>Approved, remove “continued” from topics and punctuation edits</p> <p>Approved with topic edits, see comments</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved with changes to week 1 and week 16 hours</p>

	<i>Carol will correct the forms as needed and forward them to Curriculum for EDC review.</i>
Discussion	
Purpose and Function Statement	Statements were finalized. <i>Carol will forward the DLC finalized goals and Purpose and Function and Membership documents to the President's Office and to C&I.</i>
ISER Standard Reports	Allie Frickert joined the DLC to ask DLC to review ISER standards that include distance education, i.e., II.A.7, II.B.1, III.C.1, 4, 5, I.B.6. The standards will be put into the OneDrive folder for next meeting and DLC will discuss and recommend edits in time for the Nov 14 deadline. <i>Carol will upload the sample ISERs into the Nov 8 folder. DLC will discuss at next meeting.</i>
BOT Report	Distance Learning presented at the Board of Trustees meeting on October 12. The Board was particularly concerned about data showing online success and achievement gaps in different minoritized groups. Attached is the report, including data on success and retention for online courses. <i>The DLC will consider the data as part of the goal to make recommendations about ways to close the equity gap for online courses.</i>
RSI Training and Outreach	The Accreditation forum last Friday (October 21) focused on RSI. The process for using the RSI Rubric is still being negotiated, but faculty are encouraged to use it for self-assessment. Question: What do you think faculty need and would use to assess their RSI? <i>Question posed; DLC will start discussion next meeting.</i>
Distance Learning Handbook	Tabled due to lack of time. Review of DL Handbook sections: <ul style="list-style-type: none"> • Distance Learning Course and Program Development • Faculty Preparation Next sections: <ul style="list-style-type: none"> • The CVC • Course Design

Fall 2022 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