DISTANCE LEARNING COMMITTEE MEETING
Minutes, Tuesday, September 13, 2011
1:05 – 2:35 p.m.

MEMBERS ATTENDING

X	Shanti Atashpoush	X	Meghan Chen, co-chair	X	Will Daland	X	Mike Dowdle	X	Ed Estes
X	Mary Johnson, co-chair	X	Paul Kittle	X	Jean Garrett	X	Rich Patterson	X	Sandra Weatherilt
X	Carol Webster	X	Jill Wilkerson		Student (vacant)		Chris Magoni, recorder		

RECOMMENDATIONS

Recommendation	Rationale/Background

COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments
JOUR 100	Mass Media and Society	Gina DePaola	Approved with minor changes

ITEM	DISCUSSION / COMMENTS
Approval of DLC minutes of 8/30/11 meeting (5 min) - Mary	Information Minutes approved with minor modifications
Moodlerooms pilot announcement (30 min) - Mary	Two messages were sent to all faculty: one inquiring about faculty interest in participation, and another spelling out requirements for participation e.g. ability to pilot winter quarter, and willingness to train other faculty. Approximately 12 faculty will be participating in the "Winter Pilot" and attending the first training on September 23. Then participants will be enrolled in a remote course developed by Moodlerooms, called Course Building Fundamentals. The next wave may begin training October, 10 and November 4. Other on-campus drop-in, one-on-one support and feature focused trainings will be offered for both groups October, 10 and November 4 and in the winter bootcamp, January 3-5. The topic of communicating Mt. SAC Mr training plans was discussed. Meghan suggested that she and Mary would generate a letter to announce the current status to the campus. Meghan proposed that we have a regular update announcement in the portal as well as through campus email pointing to a location where the updates will be posted and archived (probably OLSC website). Pointers to the updates can also be placed within the Faculty and eLearning Tools tabs on the portal.
Our first Moodlerooms training class – and next steps (15 min) - Carol	Sept. 9, 2011 – Those DLC members that attended the Sept. 9 Moodlerooms preview commented on the presentation. Carol said that for the training on Sept. 23, she and Emily Danler were working on a PowerPoint presentation overview. This will be followed by one-on-one training for the attendees.
Possible AS Resolution on Future of DL (15 min) Mary	Discussions are beginning between Academic Senate and Mary Johnson regarding the possible AS resolution to support the growth of DL – more information to come.
Student Survey (30 min) Meghan	The planning for a student survey on students' interests in DL courses and their perceptions was discussed. This survey would go out to all students in traditional as well as DL classes. Draft questions and types of information we want to gather from students regarding distance learning at Mt. SAC will be presented at the next DLC meeting. DLC members were also encouraged to send questions to the OLSC if they desired. There was discussion on where the survey is to exist (e.g. Survey Dig, Blackboard). A parallel faculty survey may also be developed.
Elearn conversion update – communicate turn off date to faculty? (15 min) Carol	Tabled

Standing Items:	

Curriculum:
        EDC / C&I
Information/Issues
                JOUR 100
        Membership questions
        from C&I
	Approved with revisions.

ITAC Report (Paul)	Paul Kittle asked the DLC whether they would support his request of a DLC representation opening on ITAC, as he was the DLC rep and is now the Co-chair of the committee. Mary suggested that this was a good idea as communication between the 2 groups is essential and the committee members agreed. Paul will check with the Academic Senate on next steps for this new appointment.
FPDC Report (Carol)	No report since FPDC has not yet met this semester.
Other	Mike announced the plans to discontinue the Bb SPOT process to allow development time for transitioning SPOT to Moodlerooms. The last day to submit all work is April 30, 2012 and be verified by May 14, 2012. (SPOT training expected to be continued on MR in fall of 2012?) Carol announced Bb Basics Online training to end in December. The last day for faculty to complete and submit all Bb Basics Training work is December 9, 2011 and be reviewed for completion by December 16, 2011. The final announcement from the POD webpage is the end of November.

Next Meeting – Sept. 27, 2011

DLC Meetings - 2nd and 4th Tuesdays at 1:05 – 2:35 PM in LTC – 261
DLC website: http://www.mtsac.edu/instruction/learning/distlearn/
DLC listserv: dlc@mtsac.edu
DLC group on Group Studio