DISTANCE LEARNING COMMITTEE
MINUTES FOR OCTOBER 25, 2011

Mt. SAC
Mt. San Antonio College

Members Attending:

	Shanti Atashpoush	X	Meghan Chen, co-chair	X	Will Daland	X	Mike Dowdle	X	Edwin Estes
X	Jean Garrett	X	Mary Johnson, co-chair	X	Paul Kittle		Rich Patterson	X	Sandra Weatherilt
X	Carol Webster	X	Jill Wilkerson		Student		X	Loralyn Isomura, recorder	

RECOMMENDATIONS

Recommendation	Rationale/Background

COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments

MINUTES

Item	Discussion/Comments	Outcome
Approval of DLC Minutes: • **October 11, 2011** • **June 14, 2011**		October 11, 2011 – **Approved**, as modified. June 14, 2011 – **Approved**.
DLC Goals for 2011-12	Committee reviewed 2010-11 DLC Goals to update for 2011-12 and report to C&I by November 14th. With the newly selected LMS, Moodlerooms, currently being implemented, Jean suggested to specify Moodlerooms in goal #1. Goals #2-4 were left as is.	Loralyn will revise report to reflect current year and modification to goal #1. Goals will be submitted to C&I with minutes for October 11, 2011.
Moodlerooms Update	Mary emphasized the need to find other ways to communicate Moodlerooms (MR) to the campus. Mary shared a suggestion given to her to create a handout for C&I, which can then be passed to Academic Senate (AS). Other suggestions included a more direct approach to faculty by going directly to department chairs and/or deans and also getting various cohorts to work together through the process of learning and development. Mary was also invited to present at the Spring Flex Day on Friday, February 24, 2012. No matter what type of communication is used, the consensus is that faculty should not underestimate the transition to Moodlerooms and should begin to learn and develop courses in Moodlerooms now.	Mary will prepare the first edition of the *Moodlerooms Newsletter* to be attached to the minutes for October 11, 2011 and shared at the next C&I meeting on Tuesday, November 8th. Updates on our transition to Moodlerooms can be found by going to the Online Learning Support Center (OLSC) website listed below: http://www.mtsac.edu/instruction/learning/olsc/
DL Student Evaluation using SurveyDIG	Online student evaluations for distance learning professors teaching 16-week courses will be deployed by the 10th or 11th week. Those professors due for student evaluations,	Information only.

	depending on contract status or as required for adjunct professors, will receive an automated email notifying them of when the evaluations are sent out. Professors should advise students to watch for the email in their portal account. Should a student accidentally delete the email containing the link for the evaluation, he/she may also go their portal and click on one of the three following links: 1) Student Detail Schedule, 2) Active Registration, or 3) Registration History. Once an evaluation is complete for a specific CRN, the link is deleted from all areas.	
Online Learning Skills Bootcamp (Tentative) Schedule	A tentative schedule for Moodlerooms Basic Training (MRBT) was distributed. In addition to MRBT, open mentoring sessions and mentoring with Emily Danler (Moodlerooms) will be available. After completion of MRBT, faculty can also register for workshops focused on *Gradebook, Assessments,* and/or *Communications*. Carol shared her proposal for MRBT, which consists of two parts. Part one, 2-hours covering very basic LMS/MR features, would include an overview of MR (following "L3" approval requirements). "L3" is a code in Banner that is assigned to a professor when he/she has completed one of MR approval requirements and has attended either an Overview and Course Building Fundamentals or a four-hour MR basics training workshop. Various scenarios were requested to test the functionality of meta-courses versus groups in MR. Scenarios already suggested were *team-taught* courses, such as HUMA1, courses with credit and non-credit students enrolled in one class, lecture/lab combinations and/or combined lab sections. Another scenario is that of a professor who teaches more than one section of the same prep having the ability to combine, or not combine, students when needed. Committee was advised to discuss more scenarios with colleagues and bring any other scenarios they find to the next meeting on Tuesday, November 8th.	
DL Course Compliance Survey	Tabled.	
Standing Items:		
EDC/C&I	Tabled.	

ITAC Report	Tabled.	
FPDC Report	Tabled.	
Next Meeting	November 8, 2011	
DLC Meetings – 2nd and 4th Tuesdays at 1:05 – 2:35 PM in LTC-261		
DLC website: http://www.mtsac.edu/instruction/learning/dlc/		
DLC listserv: dlc@mtsac.edu		
DLC group on Group Studio		

Cc: Curriculum & Instruction Council