Distance Learning Committee
2018-19

X	Ron Bean	X	Meghan Chen, co-chair		Stacie Nakamatsu	X	Michael Dowdle	X	Edwin Estes
X	Richard Patterson	X	Sandra Weatherilt	X	Hong Guo	X	Jeanne-Marie Velickovic	X	Carol Impara, , co-chair
X	Michelle Newhart	X	Matthew Dawood	X	Catherine McKee	X	Student Reps: Jazmine Heredia, Niko Ibarra		

Guest: Romelia Salinas

MINUTES – October 9, 2018

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: 9/25/18 meeting; assign themes	Approved (with corrections)
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol)	DL June 12 and August 28 minutes accepted Dianne Rowley reported about the reading placement proposal. The department found Multiple Measures guidelines to use as recommendation for reading placement. IT is currently working on setting up Banner with the reading scores.
Information Technology Advisory Committee (ITAC) Report (Rich)	ITAC meeting of Oct 1, 2018 New Student Rep (Bryan Monroy) was introduced and we each introduced ourselves • Minutes from September 2018 were reviewed and approved • Ron Bean reviewed the IT policy that must be followed with recalling an email sent to a listserv o This must be handled by the listserv moderator. • Banner 9 to go live the morning of October 15, 2018 • Access to Lotus Notes Webmail ends January 2, 2019 • The ASAG (Administrative Systems Advisory Group) minutes of their August 21, 2018 meeting were distributed and reviewed Other Items: Richard Lee from Payroll announced that they would be implementing a system to track time sheets for classified employees and vacation days, days off for managers and confidential employees. It will be implemented sometime in February.
Faculty Professional Development Committee (FLAC) Report (Catherine McKee)	Next meeting is October 19.
Faculty Center for Learning Technology (FCLT) Report (Michelle)	**Teaching with Technology Fair** Event went well. Future plans include hosting fair in areas faculty are already, i.e., flex day, Inspired Teaching Conference. **Can*Innovate** – October 26

	We are a regional hub. 4 local hands on sessions have been planned. Asked for volunteers to man sessions **3C Media Solutions captioning within Canvas** Can request free captioning within Canvas or through 3C Media Must be instructor created content Must create account Captioning may take 3-5 business days **New Rollout – Faculty Accessibility Course Shell** Will include all resources to be accessible <mark>IIIC</mark>
Student Report (Jazmin Heredia, Niko Ibarra)	Welcome, Niko! Jazmin tried Finish Faster Online – seems useful Niko discussed getting students registered to vote
DL Amendments Forms	
HUMA 1 KIN 44 COUN 1 (4 year review)	• Approved • Approved • Approved It was noted that the list of abbreviations was potentially confusing. There are abbreviations in the list that do not appear in Table 1 and therefore are not described adequately. Committee recommended removing list and updating table to include abbreviations. <mark>IIA</mark>
Academic Senate Update	Senate voted for a task force to be created to define REC as per faculty contract (if it is ratified)
CVC-OEI Meeting Report (continued)	To review, the OEI is now known as the CVC-OEI Consortium. The group has been expanded to include the California Virtual Campus, the Online Education Initiative, and @ONE, the training unit of the OEI. The CVC Exchange currently hosts an inventory of 100% online courses called Finish Faster Now. Mt. SAC is still working to ensure that our 100% online offerings are represented in this directory – Quottly has been sent correct data sets but does not seem to have fixed the issue yet. New vendor n2n will handle cross enrollment. Mt SAC will be part of the cohort in Spring 2020. The CVC-OEI is promoting online degrees. ADJU is very close to being Mt. SAC's first online transfer degree. It was noted that some disciplines are barred from completely online degrees/ certificates by their accrediting bodies (e.g., Paralegal). 2 new tools are coming for free to the consortium: Name Coach and Note Bowl.

	Chancellor's office is open to colleges collaborating on certificates to offer low enrolled classes (i.e., one class, $\geq$2 colleges filling the class). This is still in the planning stage. <mark>IIA</mark>, <mark>IIIC</mark>
SPOT Review	Since August 31, 2018: • There have been 23 faculty requests to join SPOT • Five faculty members have submitted their courses for review. • Three of those courses have been returned for further work. • Two faculty have become SPOT certified, both after submitting good courses which had to be returned for relatively minor changes. Division by division statistics for the 23 requests to join SPOT since August 31: • Natural Sciences: 6 requests • Technology and Health: 5 requests • Humanities and Social Sciences: 5 requests • Business: 4 requests • Arts: 3 requests There are currently 204 SPOT participants 10 faculty still have not accepted their invitations
PDC Plan Draft	Copies are provided; it's also in One Drive – please read and make comments in the next week or so Feedback due to Liesel on Oct 22
Board of Trustees Report - expanded	Tabled due to lack of time
Announcements:	

Fall 2018 semester dates –10/23, 11/13, 11/27, 12/11 (Finals Week) 8 meetings

DLC Meetings - 2nd and 4th Tuesdays at 1:05 – 2:35 PM in 6-226A
DLC website: http://www.mtsac.edu/instruction/learning/distlearn/
DLC listserv: dlc@mtsac.edu

DLC Accreditation Themes:
- <mark>IIA. Instructional Programs</mark> – Uses delivery modes, including DL, in support of equity
- <mark>IIIC. Technology Resources</mark> – Provides support in the use of technology