Distance Learning Committee
2018-19

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

X	Ron Bean	X	Meghan Chen, co-chair	X	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		Student Reps: post vacant		

MINUTES – March 26, 2019

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: 3/12/19 meeting – assign themes	Approved
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol)	DLC minutes from November 27 were accepted at C&I.
Information Technology Advisory Committee (ITAC) Report (Rich)	No meeting
Faculty Learning Activities Committee (FLAC) Report (Catherine)	No meeting
Faculty Center for Learning Technology (FCLT) Report (Michelle)	Access a Thon moved to April 23 and 24, 1-4 pm. <mark>IIIC</mark>
Student Report	
DL Amendment Forms	
Discussion	
PlayPosit	FCLT and DL Coordinators viewed a demo of PlayPosit on February 11. PlayPosit is a free-standing, limited tool that wraps around videos, enabling faculty to insert interactive components and access analytics. The type of interactivity offered here is not found in either Canvas or SoftChalk. In

	addition, it may help address copyright issues. Integration into 3C Media must be finalized. PlayPosit is already being used by five faculty. The DLC viewed a demo of PlayPosit from 1:15-1:45. ***Results: The DLC saw possibilities in PlayPosit but we need to determine how time-consuming it is to learn before we recommend full scale purchase. Michelle Newhart can integrate a demo into the Canvas course shells of those who are interested in testing it.*** <mark>IIIC</mark>
REC Task Force Update	The REC task force met March 13 and the next meeting is scheduled for March 27 via Zoom. <mark>IIA</mark>
CVC-OEI	The letter(s) of intent for applying to the Online CTE Pathways grant were submitted on March 15. The grant application is due May 1. <mark>IIA</mark>
WebCMS Update	The DL Amendment form supplement of WebCMS is still being worked on. Table 1 has been transferred into WebCMS as non-modifiable. Table 2 uses a series of drop-down choices in column 4 aligned with 15-minute increments chosen in column 5. - Should we auto-populate weeks 1-15 with AN, CM, LO for a total of .25 hours? The vendor cannot make more than one choice available for a 15 minute increment. - Should we auto-populate week 1 with CO? - Should we auto-populate week 16 with EX (final exam)? Pedro Suarez reported that the computer programmer takes about two weeks to make corrections and he would like final DLC feedback in May. ***The DLC requested auto-population of column four for all of the above, but not auto-population for column five.***
Schedule of Classes Online Class Description(s)	The Instruction Office would like our input on condensing online descriptions in the schedule of classes. - Instead of under every course, would it be advisable to have one description of online processes within the distance learning section? Or do we need a description on every page spread? We would then have icons only next to online courses; for example, see p. 97 (English). - See list of DL and Hybrid courses pp. 176-178. Do there need to be changes to language? ***The DLC suggested condensing common language into one text box per page spread.*** <mark>IIA, IIC</mark>
SPOT Recertification	The DLC discussed avenues for SPOT recertification in preparation for making recommendations to the Academic Senate. A separate document is attached which the DLC will submit to C&I and Academic Senate for approval. ***Carol will contact the Academic Senate President to discuss next steps.*** ***Carol will contact POD to ask POD-related questions.*** <mark>IIIA14</mark>
Vericite	Vericite update ***Still researching. Tabled until further notice.***
Announcements:	

Spring 2019 semester dates –8 meetings –3/12, 3/26, 4/9, 4/23, 5/14, 5/28, 6/11 (finals week)

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:

- 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.