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

	Matthew Dawood	x	Michael Dowdle	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		Committee Member
x	Katie Datko	x	Romelia Salinas, co-chair	x	Eric Turner	x	Sandra Weatherilt		Student Rep:

MINUTES – August 23, 2022

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: May 24, 2022	Approved
Reports:	
Educational Design Committee (EDC)/Curriculum and Instruction Council (C&I) (Carol)	DLC minutes of April 26 accepted.
Information Technology Advisory Committee (ITAC) Report	Nothing to report.
Faculty Learning Activities Committee (FLAC) Report (Catherine)	Nothing to report. Has not met yet.
Faculty Center for Learning Technology (FCLT) Report (Katie)	8 Sessions during August 8/16-8/18 + 2 Flex Sessions: Captions, Course Design for RSI, Modules (Canvas & CidiLabs), Equity & Tech, & Managing Course Content. Developing weekly eblast Planning trainings for Fall based on survey result New team member, Jannet Ortiz, Admin III
Student Report	
DL Amendment Forms	
Will start again next meeting	I am working with Curriculum to determine the courses that need DL form revisions. We will be reviewing about 20 forms per meeting.

Discussion	
Committee Membership	Stacey Nakamatsu is unable to serve on the DLC this year. Luis Echevarria-Newberry will be taking over her Counseling slot. Roger Willis will be sending out a call to add another DLC Committee member. Last year's goals are in OneDrive. At our next meeting, we will set our goals for the year and update the membership list.
Academic Senate	Status of our hard work last year: 1. RSI Rubric and Process Recommendation was reviewed and approved by Senate Exec in the spring and was presented as a discussion item at the last full Academic Senate meeting on June 2. It is on the agenda as an action item on the first Academic Senate meeting of this fall. 2. AP 4105 was approved with edits by C&I. Most of the discussion involved the wording about dropping students after they had missed 20% of the course. It was not found to have a basis in regulations. Academic Senate Exec recommends removing the sentence. It has not come to full Senate yet but will shortly.
Accreditation Activities	• Preliminary needs assessment survey results are in! • RSI rubric training needs to be designed and deployed
SPOT and SPEQ Update – Summer Activity	See attached graphic created by Michelle. We now have 825 SPOT-certified faculty! Congratulations to Luis who just earned certification via the @ONE Introduction to Asynchronous Online Teaching & Learning certificate. Mike and Sandra were funded as reviewers through summer and all SPOT submissions have had at least an initial review. Sandra and Mike will be transitioning unfinished reviews back to Catherine. Much thanks to Mike and Sandra for their support during the COVID-created SPOT crisis. There have not been a lot of SPEQ sign-ups, and no one has yet earned the SPOT Equivalency, but several faculty are working on their SPEQ courses and plan to submit soon.
SPOT Recertification	I am happy to report that all of the 2022 cohort are recertified. The 2023 cohort is 36 faculty.
Distance Learning Handbook	I spent the summer creating a resource for faculty which can be integrated into the Distance Learning webpages. The DLC will be reviewing the material in this handbook over the semester.
POCR Team	Since the SEAP grant continued until the end of June 2022, the POCR Team was able to certify six more faculty courses as Quality Reviewed after the last DLC meeting, bringing the total to 18 courses. Mt. SAC now has a total of 30 Quality Reviewed courses that are aligned to the CVC Course Design Rubric. The POCR team is seeking continued funding.

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