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		Stacie Nakamatsu	Michael Dowdle	X	Edwin Estes
X	Richard Patterson	X	Sandra Weatherilt	X	Hong Guo	Jeanne-Marie Velickovic	X	Carol Impara, co-chair
	Michelle Newhart	X	Matthew Dawood	X	Catherine McKee	Student Reps: post vacant		

MINUTES – April 23, 2019

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: 4/9/19 meeting – assign themes	Approved.
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol)	DLC minutes from March 12 were accepted at C&I. C&I reviewed the DLC Recommendations for Recertification and approved them with the following changes: • Remove the bullet point with "Other courses offered for online faculty that were not created or presented by @ONE would need to be evaluated on a case-by-case basis" for simplicity and to mirror our current SPOT process, which only uses in-house and @ONE training for certification. • Revise the term "acceptable" in the final bullet point to reflect that FCLT or @ONE courses be counted toward recertification. IIIA14
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 going on now. April 23, 24 from 1-4 pm in POD Loft. New Instructional Designer being recommended to Board of Trustees at May 8 meeting. Will start May 13. Accessibility tools being implemented and tested.

	PlayPosit is being used by a handful of faculty now. FCLT can buy individual licenses to test it out before recommending institutional license. Will keep monitoring. ==IIIA14, IIIC==
Student Report	Associated Students doesn't have a rep yet.
DL Amendment Forms	
BUSL 18 (4 year review) CISP 21L (resubmission of new course) JAPN 1 (resubmission of new course) JAPN 2 (resubmission of new course) MUS 160 PSYC 19 (4 year review)	Approved Approved (minor corrections) Approved (minor corrections) Approved (minor corrections) Need to check COR – sent back Approved ==IIA==
Discussion	
CVC-OEI	The Dean of Library and Learning Resources and DL Coordinators have reached out to interested CTE programs to see if they would like to participate in the Online CTE Pathways Grant. So far six groups have been interviewed – three in BUS, one in ARTS and one in Tech and Health. One grant focuses on supporting CTE faculty creating online courses, degrees, and certificates, marketing them to new constituencies, making them more accessible, building in affordable textbooks, and getting courses aligned with OEI rubric. The other grant focuses on the student experience and draws upon counselor experience and interaction. Meghan is writing the grant applications, which are due May 1. Both grants are one-year innovation grants. ==IIA, IIIC==
Vericite Update	FCLT has identified a successor to Vericite. Unicheck has similarities to Vericite, integrates well into Canvas, costs less than Vericite ($2/student with unlimited submissions), offers 24/5 support and seemed friendly and supportive. This choice will be taken to the BOT for approval in May. First year will be from June 1 2019-May 31 2020. ==IIIC==
REC Task Force Update	The next meeting date for the REC Task Force is April 24. The committee is testing the first draft of the rubric and will start revision of AP 4105. ==IB9, IIA==
Online Equity Rubric	An equity rubric used for online classes, drafted by the Peralta Community College District, was introduced and discussed. • The DLC is an appropriate purview for initial discussion of an online rubric since promoting best practices online is a part of our purpose and function. • There is evidence of different success in online courses based on ethnicity and age, so this topic merits attention. • While this rubric gives some ideas about best practices, faculty noted that some disciplines might be better suited to demonstrate alignment than others, and that faculty development might be needed to successfully integrate different precepts. The DLC is not prepared to guide faculty on sensitive issues around equity and would like guidance from committees and individuals who have expertise in this area.

	• The DLC recommended that the Campus Equity and Diversity Committee or the Student Equity Committee be contacted and a dialogue begin about the concept of an equity rubric. It is noted that this is a conversation starter and that the DLC has not come to a decision about development or use of an online equity rubric. ***Carol will reach out to the appropriate Committee to start a dialogue.*** <mark>IIA</mark>
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:
- <mark>IB9. Assuring Academic Quality and Institutional Effectiveness Academic Quality</mark> – Engages in continuous, broad based, systematic evaluation and planning
- <mark>IIA. Instructional Programs</mark> – Uses delivery modes, including DL, in support of equity
- <mark>IIB. Library and Learning Support Services</mark> – Provides library and other learning support services to support educational programs, including DL
- <mark>IIC. Student Support Services</mark> – Evaluates and demonstrates that student support services support student learning in various modes, including DL
- <mark>IIIC. Technology Resources</mark> – Provides support in the use of technology
- <mark>IIIA14. Human Resources</mark> – Provides all personnel with appropriate opportunities for continued professional development.