



# 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

<b>x</b>	Ron Bean	<b>x</b>	Meghan Chen, co-chair	<b>x</b>	Stacie Nakamatsu	<b>x</b>	Michael Dowdle	<b>x</b>	Edwin Estes
	Richard Patterson	<b>x</b>	Sandra Weatherilt		Hong Guo		Jeanne-Marie Velickovic	<b>x</b>	Carol Impara, co-chair
<b>x</b>	Michelle Newhart	<b>x</b>	Matthew Dawood	<b>x</b>	Catherine McKee		Student Reps: post vacant		

### MINUTES – April 9, 2019

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: 3/26/19 meeting – assign themes	Approved.
<b>Reports:</b>	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol)	DLC minutes from February 26 were accepted at C&I.
Information Technology Advisory Committee (ITAC) Report (Rich)	No report.
Faculty Learning Activities Committee (FLAC) Report (Catherine)	No report. Meeting to occur on 4/19.
Faculty Center for Learning Technology (FCLT) Report (Michelle)	Tech Week occurring now – April 8-11. Proctorio workshop April 5 was successful. Access-a-Thon scheduled for April 23, 24. Sign up in POD. <b>IIIC</b>
Student Report	
<b>DL Amendment Forms</b>	
CISP 21L CISP 31L CISP 34L JAPN 1 JAPN 2 PSYC 15 PSYC 33	Needs to be sent back to developer to identify student-student contact. Approved Approved Needs to be sent back to developer to identify student-student contact. Needs to be sent back to developer to identify student-student contact. Approved Approved <b>IIA</b>
<b>Discussion</b>	

SPOT Recertification	The document shared in the One Drive was discussed. The DLC made the following recommendations for revision: clarify point of regulations update; emphasize that training can be free of charge; include integrated software as training topic; add pedagogy to description of REC; clarify meaning of “positive attendance” (phrase was changed after discussion). The revised document was approved to be sent for review at C&I. IB9, IIIA14
REC Task Force Update	The REC task force met March 27 and April 5 via Zoom. We have agreed on criteria that comprise REC and will begin working on a rubric. IB9
Vericite	Vericite was bought by Turnitin and will not be available in Canvas after the end of June. The CVC-OEI will not be purchasing plagiarism detection software for community colleges. It is up to local districts to choose, purchase, and integrate their own. The FCLT is looking at three options. They are hoping to pilot a new program over the summer. IIIC
CVC-OEI	The Dean of Library and Learning Resources and the DL Coordinators are reaching out to interested CTE programs to see if they would like to participate. IIA, IIC, IIIC
<b>Announcements:</b>	

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

DLC Meetings - 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays at 1:05 – 2:35 PM in 6-226A

DLC website: <http://www.mtsac.edu/instruction/learning/distlearn/>

DLC listserv: [dlc@mtsac.edu](mailto: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.