DISTANCE LEARNING COMMITTEE
MINUTES FOR NOVEMBER 8, 2011

Members Attending:

X	Shanti Atashpoush	X	Meghan Chen, co-chair		Will Daland	X	Mike Dowdle		Edwin Estes
	Jean Garrett	X	Mary Johnson, co-chair	X	Paul Kittle	X	Rich Patterson	X	Sandra Weatherilt
X	Carol Webster	X	Jill Wilkerson		Student		X	Loralyn Isomura, recorder	

RECOMMENDATIONS

Recommendation	Rationale/Background

COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments

MINUTES

Item	Discussion/Comments	Outcome
Review and approve DLC minutes of 10/25/11 meeting		**Approved**.
Moodlerooms Update	Both workshops held on November 4th were successful. Due to the limited amount of seats, it is highly recommended that faculty reserve their seats if they are interested in attending a future workshop. Carol worked with Lance Heard, in the Professional and Organizational Department (POD), on the Winter schedule for Moodlerooms (MR) bootcamp. The schedule will be posted on the POD calendar soon. The one-on-one mentoring sessions with Emily Danler (Moodlerooms) will be on a first-come, first-served basis in 6-148. Faculty will be requested to limit their time to 15-30 minutes with Emily, based on the number of faculty awaiting their turn. Meghan suggested to have "open-lab" time available on January 4th, in addition to the mentoring sessions with Emily. Having an "open-lab," with OLSC support, will also encourage faculty to come in and build courses in Moodlerooms. Paul and Carol advised that any questions regarding Moodlerooms should be directed to Paul and/or Carol for two important reasons: 1) every call being made to Emily directly is being tracked and counted towards her time per MR	Carol will finalize workshop and mentoring schedule and request POD to attach the schedule to their announcement email.

	contract with Mt. SAC, and 2) directing questions through OLSC will allow for the group build their knowledge of Moodlerooms. For the Spring 2012 semester, IT will populate courses in both Blackboard and Moodlerooms. Faculty will need to inform students which Learning Management System (LMS) they plan to use and will need to make sure students are logging into the correct LMS. Faculty should give clear instructions to students on how to navigate through Moodlerooms. DLC suggests to provide instructions about Moodlerooms for students on the portal under the Student tab and E-Learning Tools tab.	
Division Meetings Presentations	Meghan and Mary are offering a 15-minutes presentation of Moodlerooms at division/department chair meetings. So far, they were invited to and have presented Moodlerooms to the Humanities & Social Sciences Division. They are also scheduled for the Business Division meeting on Thursday, November 17th, and the Technology & Health Division meeting on Thursday, December 8th. Along with the presentations, they will also be handing out the Moodlerooms newsletter. Loralyn will hand out the Moodlerooms newsletter at the next Division Admins meeting on Thursday, December 1st.	Information only.
DL Student Survey & Faculty Survey	In addition to the Distance Learning (DL) survey that will be deployed to students, DLC would like to develop a DL survey for faculty. The goal of the surveys are to determine how the campus community sees the DL program and what changes/improvements we can make for the future of the program.	Tabled for further discussion.
Academic Senate Resolution to Distance Learning	Academic Senate is preparing a resolution to present to DLC.	Information only.
DL Cohort	The first cohort group will be those using Moodlerooms for their Winter 2012 courses. Deadlines will be set for developing courses.	Information only.
Award of Exemplary DL Course at Mt. SAC	An award to showcase exemplary Distance Learning course was discussed, potentially given at DL Conference in Spring 2012 or Flex Day, Spring 2012.	Information only.
DL Conference	Meghan and Mary would like to start preparing for "Distance Learning" conference, using the DL survey results from students and faculty to help develop topics. Conference will take place in	Information only.

	Spring 2012.	
Standing Items:		
EDC/C&I	Tabled.	
ITAC Report	Tabled.	
FPDC Report	Sign up for your Flex workshops through POD.	Information only.
Next Meeting	December 13, 2011 and February 28, 2012	
DLC Meetings – 2nd and 4th Tuesdays at 1:05 – 2:35 PM in LTC-261		
DLC website: http://www.mtsac.edu/instruction/learning/dlc/		
DLC listserv: dlc@mtsac.edu		
DLC group on Group Studio		

Cc: Curriculum & Instruction Council