



## DISTANCE LEARNING COMMITTEE MINUTES FOR DECEMBER 13, 2011

**Members Attending:**

	Shanti Atashpoush	X	Meghan Chen, co-chair	X	Will Daland	X	Mike Dowdle	X	Edwin Estes
X	Jean Garrett	X	Mary Johnson, co-chair		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
<b>Review and approve DLC minutes of 11/22/11 meeting</b>		<b>Approved</b> , as corrected.
<b>Security Issues for "hard-copy" student submissions</b>	Recently, a stack of essays were stolen from Tom Edson's department mailbox. Tom Edson, English Department, requested that Mary discuss the matter with the committee for possible security measures that can be taken for students submitting hard-copies of their essays. This instance does not happen often; however, the committee highly suggested having students send their essays via email, in addition to submitting the hard-copy of the essay. Another suggestion was having the essays submitted to the division offices instead of the mail boxes.	Mary will report back to Tom Edson.
<b>DL Conference in Spring – Planning Task Force: April 20, 2012</b>	Today is the last meeting DLC will have until Spring 2012. On that note, Mary requested volunteers to begin planning the DL Conference, scheduled for Friday, April 20, 2012. Meghan and Mary would like some initial discussion to take place, possibly during the first 3-weeks of Winter to discuss a theme, presentations, workshops, etc. Sandra and Jean volunteered to help with the planning.	Loralyn will schedule a 2-hour meeting within the first 3-weeks of Winter 2012.
<b>AS Resolution on DL Plan and Support</b>	A new AS resolution, passed by Academic Senate last Thursday, December 8, 2012, has directed the committee to develop a "Distance Learning Plan." The committee will need to	

	<p>submit the plan to AS by Spring 2012 and, following the approval by AS, AS will request the plan to be incorporated in the College's Educational Master Plan and Educational Technology Plan.</p> <p>Prior to developing a plan, Mary will inquire if there are specific topics that AS would like addressed in the plan.</p> <p>In the meantime, Meghan advised the committee of information to consider as we begin to prepare the DL plan. Meghan pointed out specific regulation language and explained what faculty should know and should be doing to assure we are in compliance.</p>	
<b>Standing Items:</b>		
<b>EDC/C&amp;I</b>	Tabled.	
<b>ITAC Report</b>	Tabled.	
<b>FPDC Report</b>	Tabled.	
<b>Next Meeting</b>	February 28, 2012	
<b>DLC Meetings – 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays at 1:05 – 2:35 PM in LTC-261</b>		
<b>DLC website: <a href="http://www.mtsac.edu/instruction/learning/dlc/">http://www.mtsac.edu/instruction/learning/dlc/</a></b>		
<b>DLC listserv: <a href="mailto:dlc@mtsac.edu">dlc@mtsac.edu</a></b>		
<b>DLC group on Group Studio</b>		

Cc: Curriculum & Instruction Council