Mt. San Antonio College
Year-End Report to Academic Senate, Spring 2022

Contact & Resources Information

Program: Distance Learning

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Committee: Distance Learning Committee (DLC)

Members: Romelia Salinas and Carol Impara, co-chairs
Matthew Dawood, Michael Dowdle, Luis Echeverria-Newberry, Hong Guo, Mike Hood, L.E. Foisia, Tammy Knott-Silva, Catherine McKee, Stacie Nakamatsu, Michelle Newhart, Eric Turner, Sandra Weatherilt, and Carlos Romero, student representatives

Distance Learning Committee Home Page
http://www.mtsac.edu/dlc/

Distance Learning Program Home Page
http://www.mtsac.edu/distancelearning/

AP 4105 on Distance Learning revised September 2016 (update in process)
http://www.mtsac.edu/governance/trustees/apbp/AP4105.pdf

Distance Learning Program Faculty Resources Page
 http://www.mtsac.edu/distancelearning/faculty.html

Distance Learning Program Student Resources Page
 http://www.mtsac.edu/distancelearning/student-home.html

Skills and Pedagogy for Online Teaching (SPOT)
http://www.mtsac.edu/distancelearning/spot.html/

SPOT Equivalency (SPEQ)
https://www.mtsac.edu/distancelearning/spot_equivalency.html

SPOT Recertification Page
https://www.mtsac.edu/distancelearning/spotrecert.html

SPOT-Certified Faculty
https://www.mtsac.edu/distancelearning/spot-faculty.html

DL Amendment Forms
https://www.mtsac.edu/dlc/dl-forms.html

Approved DL Amendment Forms
https://www.mtsac.edu/dlc/approveddlalpha.html

California Virtual Campus at Mt. SAC
https://www.mtsac.edu/distancelearning/cvc-exchange.html

Faculty Center for Learning Technology Home Page
http://www.mtsac.edu/fclt/

Classroom Visitation Evaluations of Distance Learning Faculty – form H.4.c

Student Evaluations of Distance Learning Faculty – form H.2.e

Canvas
https://mtsac.instructure.com/

Distance Learning Committee Purpose and Function

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 that foster equitable access and student success.

Function:
- Evaluate and recommend approval of Distance Learning Course Amendment forms.
- Recommend policies 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.

Program Mission
The mission of the Distance Learning Program is to foster and promote innovation, excellence, and best practices for online instruction, to provide Mt. SAC faculty with assistance, leadership, expertise, and training in new online teaching and learning technologies, including use in the traditional classroom.

Distance Learning Committee Goals 2021-22

Goal #1: Keep committee website up-to-date
Links to College Goal # 6

Completed Outcomes/Accomplishments
The DLC website is regularly updated with Committee minutes and annual reports.

The DL coordinators maintain the smartsheet that lists SPOT-certified faculty and faculty that have achieved SPOT recertification.   This smartsheet is accessed via a separate webpage.

The DL coordinators maintain the webpage that describes SPOT recertification, lists approved courses, and provides an access point to submit evidence. It has been updated multiple times to reflect courses the DLC approves for SPOT recertification during the 2021-22 year.

After becoming a Teaching College, the DLC and DL coordinators collaborated with the FCLT to create a webpage in the Mt. SAC website about the California Virtual Campus. The webpage includes Commonly Asked Questions about the CVC Student Exchange, and Faculty FAQs on the CVC Exchange and the CVC Course Design Rubric.

Goal #2: Review/revise/approve Distance Learning Amendment Forms.
Links to College Goal # 6

Completed Outcomes/Accomplishments
At a joint meeting hosted by representatives of the CCCCO and ASCCC on Monday, April 13, 2020, it was announced that, as of Summer 2020, online course work would be considered distance education (our DL) and therefore would be subject to DE Addendum (our DL Amendment Form) and local training requirements. Campuses were required to complete DE Addenda for all courses offered online during summer and fall by December 31, 2020. The DLC completed the DL Amendment form review in August 2021.

As of May 1, 2022, the DLC has approved **265** courses in the 2021-22 year. This number includes completing the pandemic review, new courses, and courses submitted as part of the 5-year review process.

Comparisons:
2020-2021—DLC approved 979 courses
2019-2020 – DLC approved 156 courses
2018-2019 – DLC approved 68 courses
2017-2018 – DLC approved 94 courses
2016-2017 – DLC approved 22 courses
2015-2016 – DLC approved 9 courses

Goal #3: Provide input and recommendations to continue support of Mt. SAC's participation in the California Virtual Campus (CVC) Consortium and local Peer Online Course Review (POCR) team activities.
Links to College Goal # 2, 3

Completed Outcomes/Accomplishments
This year, Mt. SAC became a Teaching College with the CVC Student Exchange. Students enrolled at CVC Home Colleges can enroll in Mt. SAC courses without a separate registration process.

The Mt. SAC DL Program was awarded a SEAP grant last year to continue the POCR (Peer Online Course Review) process, which certifies faculty courses as Quality Reviewed and aligned to the CVC Course Design Rubric. The DL Coordinator serves as POCR lead, and DLC members, SPOT reviewers, Instructional Designers, and Quality Reviewed faculty who have completed the required 40-hour training serve on the POCR team. The POCR team achieved local POCR certification this year, which means that the CVC approves the courses we submit without further review. As of May 1, 2022, the POCR team certified 11 more courses, thus doubling the number of Quality Reviewed courses. The team has a robust review process that has been reviewed by the CVC. More courses are in the pipeline.

The list of Quality Reviewed courses can be accessed at Mt. SAC POCR Dashboard
https://app.smartsheet.com/b/publish?EQBCT=4c31217b5fb1438c8164c72d0d5a34c7

Goal #4: Provide guidance/input to Distance Learning Coordinators and Instruction on DL Amendment Form as part of the curriculum process.
Links to College Goal # 4, 6

Completed Outcomes/Accomplishments
Due to ongoing difficulties in scheduling, communication, reporting, and tracking, the DLC recommended that the DL Form process in WebCMS be put on hiatus and that DL forms be submitted through the Smartsheet process only. The DL Amendment form was updated to reflect FOMA, regulatory changes, and to remove the signature page. The revised DL Form was approved by C&I in November and was introduced as a discussion item at Academic Senate on April 21, 2022.

Goal #5: Make recommendations for improving equity and success for diverse online learners based on various data sources, and make recommendations to address gaps in online support.
Links to College Goal # 1, 2, 3, 4

Completed Outcomes/Accomplishments
The BOT meeting on October 13, 2021 included the following data:
The fall 2021 enrollment compared with fall 2019 by instructional modality are as follows:
- Face-to-face classes showed a decline of 32.2%.
- Online classes showed an increase of 27.4%
- Hybrid classes displayed an increase of 4.8%.

An analysis by student demographic groups indicate the following noteworthy trends:
- Among full-time and part-time students, enrollment decline for males (decrease of 19.7%) was greater than females (decrease of 15.5%).
- International student enrollment dropped by 47.3% likely due to COVID-19 travel restrictions between students' home countries and the United States.

Retention by Method of Instruction Fall 2019-Winter 2022
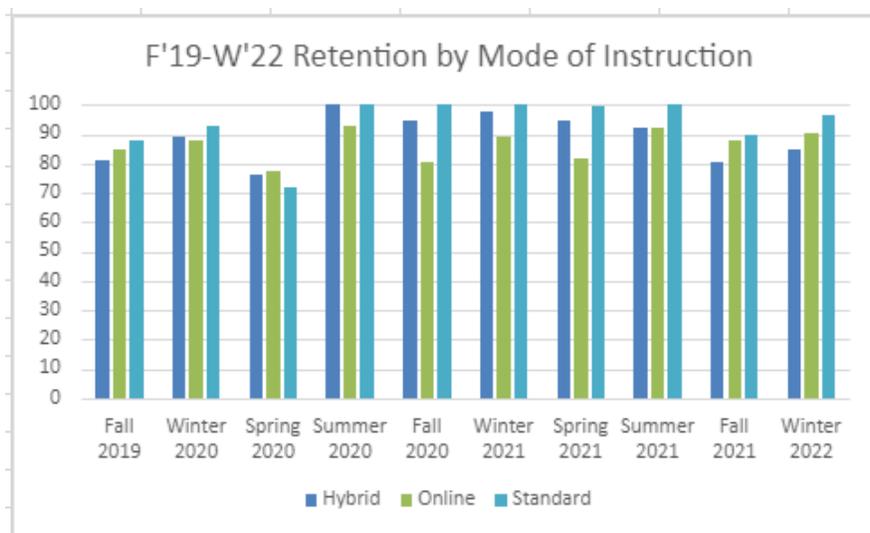

The 100% retention rate for standard (in-person) courses for summer and fall 2020, and winter, spring, and summer 2021, are probably based on a very small sample size.

Success by Method of Instruction: Fall 2019 – Winter 2022

The chart below tracks student success by standard (in-person), online, and hybrid coursework. Numbers reflect % of students earning a C or better in their courses.

Term	Hybrid	Online	Standard
Fall 2019	66.63	67.86	68.94
Winter 2020	74.75	77.64	83.49
Spring 2020	35.71	79.45	87.09
Summer 2020	35.71	79.45	87.09
Fall 2020	82.87	66.58	2.02
Winter 2020	76	72.21	0
Spring 2020	88.91	62.39	0.31
Summer 2021	80.65	67.19	15.02
Fall 2021	60.12	64.66	49.1
Winter 2022	70.24	78.32	49.47
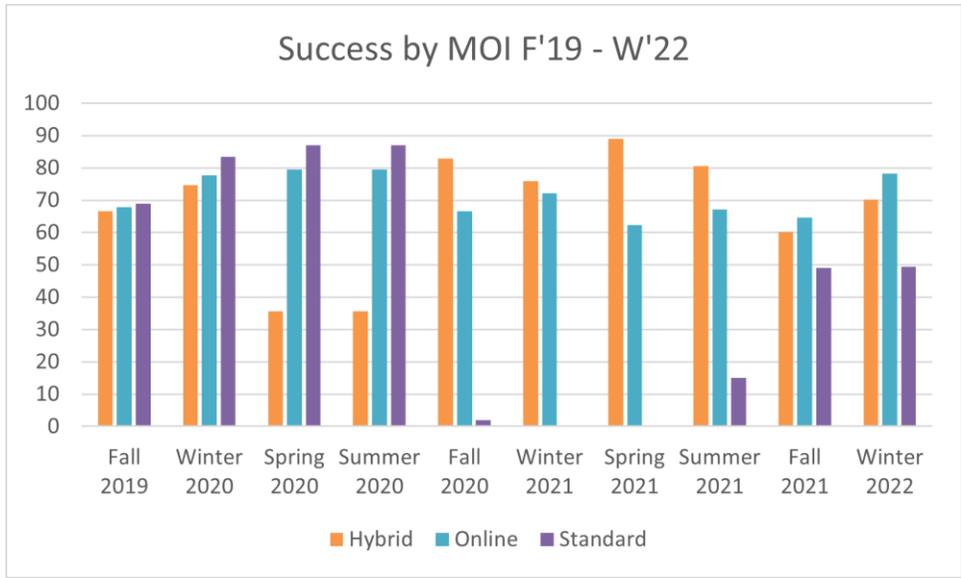
Success rates dipped in online courses during shelter-in-place and have risen slightly after return to campus. This gain may reflect better faculty preparation once SPOT certification was required for teaching online again.

Success by Racial and Ethnic Group
The data of racial and from the Chancellor's office is extensive. Differences in success continue to differ by ethnicity with Asian students continuing to demonstrate highest success in online courses, followed by White and Multi-Ethnicity, Hispanic, and African-American students.

Interactive Pivot Table; **Spreadsheet data**

The DL Coordinators gave input to the Online Equity Coordinator to promote online equity initiatives and to update SPOT training. DLC will work with the new Director of Distance Education and Instructional Technology to access updated data.

Goal #6: Review/recommend faculty training and processes for distance learning certifications.
Links to College Goal # 1, 3, 4, 6

Completed Outcomes/Accomplishments
SPOT (Skills and Pedagogy for Online Teaching)
SPOT continues as Mt. SAC's principal training for online teaching. It is an asynchronous, self-paced, direct-assessment course.   The SPOT course and review process is overseen by the Assistant DL Coordinator.

- Since May 1, 2021, **298** faculty have been newly online certified.
  - Of these, 60 completed an @ONE course in lieu of SPOT.
- As of April 27, 2022, **792** faculty are certified to teach online at Mt. SAC.
- This year, SPOT has been reviewed by the Online Equity Coordinator and Instructional Designers to enhance design and equity components.

Comparison to previous years:
2020 – 2021: 211 faculty newly online certified
2019 – 2020: 45 faculty newly online certified
2018 – 2019: 49 faculty newly online certified
2017 – 2018: 29 faculty newly online certified
2016 – 2017: 20 faculty newly online certified
2015 – 2016: 10 faculty newly online certified

New – SPOT Equivalency Process (SPEQ)
To enable faculty from other colleges to teach online at Mt. SAC, the DLC recommended a SPOT Equivalency process in December. After determining training requirements, the DLC approved 21 California community colleges and a process that consists of an expedited review by one of the SPOT faculty verifiers. This process debuted in April 2021.
SPOT Equivalency webpage

SPOT Recertification
- 22 faculty achieved recertification by the July 31, 2021 deadline, with 3 not completing due to retirement.
- 17 of 35 faculty whose recertification deadline is July 31, 2022 have achieved recertification.

DLC approves SPOT recertification training. The following training was newly approved during 2021-2022.

- Clean Up Your Course with TidyUP
- Easy and Engaging Videos with Canvas Studio – self-paced
- Introduction to PlayPosit: Adding Engagement to Your Videos
- Harmonize: Improved Discussions in Canvas
- Aligning your Online Course with Section D of the CVC Rubric: Laying the Foundation
- Aligning Your Online Course with Section D of the CVC Rubric: Making Your Content Accessible
- A is for AMAZING! Make Your Content Amazing with Section A of the CVC Course Design Rubric

- Inspire Interaction With and Among Your Students with Section B of the CVC Course Design Rubric
- Create Meaningful Assessments with Section C of the CVC Course Design Rubric
- Aiming High – Prep Your Course with CidiLabs
- Getting Started with CidiLabs Design Tools

- Meet the CidiLanbs MultiTool
- Diving Deeper into CidiLabs
- Engaging Student Participation Online – Flex Day Panel
- Strategies for Developing eIntegrity

Goal #7: Review and make recommendations to update policies and procedures as they pertain to Distance Learning, such as AP 4105.
Links to College Goal # 1, 6

Completed Outcomes/Accomplishments
AP 4105 has not been revised since 2016. The DLC incorporated new Title 5 regulations from March 2019, new federal regulations in effect July 2021, updated state regulations, and new modalities that were adopted during the pandemic, such as synchronous teaching, into an update will be sent to C&I in May 2022.

Goal #8: When requested by Faculty Association, make recommendations to address contract language related to Distance Learning.
Links to College Goal # 2, 4, 6

Completed Outcomes/Accomplishments
Faculty Association requested feedback on the H.4.c in October 2021 to ensure that it was meeting new regulatory guidelines. DLC gave input on wording. The DL Coordinators met with the Negotiations rep and delivered the recommendations in November 12.

Goal #9: Provide leadership and input on educational trends pertaining to Distance Learning, including policies related to equity and accessibility.
Links to College Goal # 1, 3, 6

Completed Outcomes/Accomplishments
As part of the AP 4105 revision, sections on Equity and Accessibility were introduced or expanded to reflect Mt. SAC's commitment.

The DLC was directed by Academic Senate Exec to address the following issues: Review and update REC Rubric previously passed by Senate to address RSI (*regular and substantive interaction)*; Develop process for RSI review; Make recommendations for supporting DL faculty in the transition from REC (regular and effective contact) to RSI (regular and substantive interactive). The DLC began this process in May 2022.

Goal #10: Provide leadership and oversight for the college's compliance with Accreditation Standards pertaining to Distance Learning.
> *Links to College Goals # 6*

Completed Outcomes/Accomplishments
- Distance learning regulations and accreditation standards comprise a separate module in SPOT. SPOT reviewers ensure that certification courses meet college, state, and federal guidelines.
- As part of SPOT recertification, SPOT-certified faculty are required to take a 1-hour Regulations Update course that describes accreditation standards of: equivalency to in-person courses; definitions and guidelines for regular and substantive interaction, and where they can be found; a description for the college's LMS features that facilitate regular and substantive interaction; and evidence of faculty training on best practices for online learning. Regulations Update for SPOT recertification was revised to mirror new regulations language
- DLC Minutes include accreditation standards that are met during committee activities.

Submitted by: Carol Impara, Distance Learning Faculty Coordinator