



# Distance Learning Committee

## 2019-20

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	x	Matthew Dawood	x	Michael Dowdle	x	Edwin Estes
x	Hong Guo	x	Carol Impara, co-chair	x	Catherine McKee	x	Stacie Nakamatsu	x	Michelle Newhart
x	Richard Patterson	x	Tammy Knott-Silva	x	Sandra Weatherilt				Student Rep:

Guests:

### MINUTES – April 28, 2020

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: 4/14/2020 meeting – assign themes	Approved with corrections
<b>Reports:</b>	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol)	DLC minutes of 2/25/20 were approved.
Information Technology Advisory Committee (ITAC) Report (Rich)	No meeting as yet.
Faculty Learning Activities Committee (FLAC) Report (Catherine)	No meeting as yet.
Faculty Center for Learning Technology (FCLT) Report (Michelle and Eva)	<p>FCLT is investigating the possibility of translating previously recorded training into SCORM which would allow faculty to do FOMA training asynchronously</p> <ul style="list-style-type: none"> <li>• Can be added to Cornerstone directly</li> <li>• Best parts of previously recorded trainings can be pieced together</li> </ul> <p>FCLT has created a spreadsheet of live captioning options for ACCESS and IT review</p> <p>Screencast-o-matic has launched within Canvas.</p> <p><b>IIA, IIIC</b></p>
Student Report	
<b>DL Amendment Forms</b>	

FASH 62	Approved
BUSR 81	Approved
BUSR 53	Approved
LATN 1	Returned to faculty developer – activities week 10
BUSR 51	Approved
ITAL 3	Approved
ITAL 60	Approved
ITAL 2	Approved
SPCH 18	Need to check hours in WebCMS - otherwise approved
SPCH 16	Approved
SPCH 2	Returned to faculty developer to correct topics
SPCH 26H	Approved
SPCH 26	Approved
SPCH 20H	Approved
SPCH 20	Approved
SPCH 7H	Returned to faculty developer to correct topics
SPCH 7	Returned to faculty developer to correct topics
SPCH 6	Returned to faculty developer to correct topics
SPCH 4	Approved
SPCH 3	Approved
SPCH 1AH	Problem with WebCMS topic review – check next meeting
SPCH 1A	Problem with WebCMS topic review – check next meeting
CISP 71	Approved
CISN 11L	Approved
HIST 9	Approved
HIST 10H	Approved
HIST 10	Approved
HIST 3H	Approved
HIST 4H	Approved
HIST 11H	Approved
HIST 11	Approved
CISW 17	Return to faculty developer to correct hours
CISW 31L	Approved
CISN 34L	Approved
CISN 31L	Approved
BUSO 5	Approved
BUSS 35	Check – no final exam in COR – approved if okay IIA, IIIC
<b>Discussion</b>	
Academic Senate	DLC recommendations for Summer and Fall approved by Senate Exec and passed to Senate. Will be voted on April 30. IB9
DL Amendment curriculum review process	Due to the Chancellor’s office prescription of having DL Amendment forms for all courses offered remotely this summer and fall, we foresee the need for a different setup for DL Amendment form review. <ul style="list-style-type: none"> <li>• Potentially, 1,500 courses would need approval by a set deadline</li> <li>• See graphic below for suggested process</li> </ul>

	<ul style="list-style-type: none"> <li>• Add Assistant DL Curriculum position to help DL Coordinator</li> <li>• Create faculty workgroup to review DL Amendment forms weekly and make recommendations for approval to DLC</li> <li>• DLC oversees faculty workgroup recommendations and makes suggestions to pass to EDC, may start as early as the summer</li> <li>• 6-9 faculty recommended in workgroup</li> <li>• FA will request hourly non-instructional rate for a workgroup and it will be reviewed for approval/agreement</li> <li>• DL Coordinator should make introductory video/ training for this process after it launches in WebCMS</li> </ul> <p>IB9, IIA, IIIC</p>
Non-credit DL Workgroup	<p>Noncredit is going online but has a very different setup than credit. DLC recommended developing a DL Amendment form for non-credit courses.</p> <ul style="list-style-type: none"> <li>• Membership to include faculty with experience in DL/curriculum and non-credit</li> <li>• Michelle Newhart will consult with the group</li> <li>• This is not an ongoing workgroup like the Curriculum workgroup suggested above</li> </ul> <p>IB9, IIA</p>
SPOT Recertification	<p>Recertification intensive workshop scheduled for May 21</p> <p>IIA, IIIC, IIIA14</p>
SPOT Report	<ul style="list-style-type: none"> <li>• Please see SPOT signup report, below.</li> <li>• SPOT revision including synchronous recommendations, Title 5 regulations update, new integrations, Collaborations update.</li> <li>• SPOT revision workgroup: Hong Guo, Sandra Weatherilt, and Michelle Newhart</li> </ul> <p>IIA, IIIC, IIIA14</p>
Synchronous Best Practices	<p>Several faculty have voiced their approval of synchronous instruction. DLC will discuss best practices in synchronous instruction next meeting.</p>
Live Captioning	<p>DL working with ACCESS, IT team, FCLT, Broadcast and Presentation services. Close to recommendation which will likely have two components:</p> <ol style="list-style-type: none"> <li>1. A third-party vendor that is pre-approved and covered by DECT grant, which has been broadened to cover not just instruction class meetings but also academic support (library, tutoring) and professional development. The grant application and reporting requirements are cumbersome, but a college our size cannot afford to pass up the grant to help cut down on a high price tag.</li> <li>2. A locally controlled possibility for when Zoom goes down e.g., O365 Teams, which has its own auto-captions. Currently being explored by IT and other parties mentioned.</li> </ol> <p>IIA, IIC, IIIC</p>
CVC OEI (California Virtual Campus Online Education Initiative)	<p>Synopsis of new Master Agreement. See highlighted items.</p> <ul style="list-style-type: none"> <li>• Local implementation of CVC Exchange no later than June 2023</li> <li>• Establish a local POCR process</li> <li>• Align at least 20% of online course within two academic years.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop additional online courses that fill critical gaps as outlined by CVC OEI management team</li> <li>• Ongoing accessibility, student support services</li> </ul> <b>IIA, IIC, IIIC, IIIA14</b>
DOE Regulations	Comment period ends May 4. There has been no time to discuss.

**Spring 2020 semester dates –8 meetings** –2/25, 3/10, 3/24 (cancelled due to campus pause in instruction), 4/14, 4/28, 5/12, 5/26, 6/9 as needed (**finals week**)

**DLC Meetings - 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays at 1:15 – 2:45 PM in 6-226A**

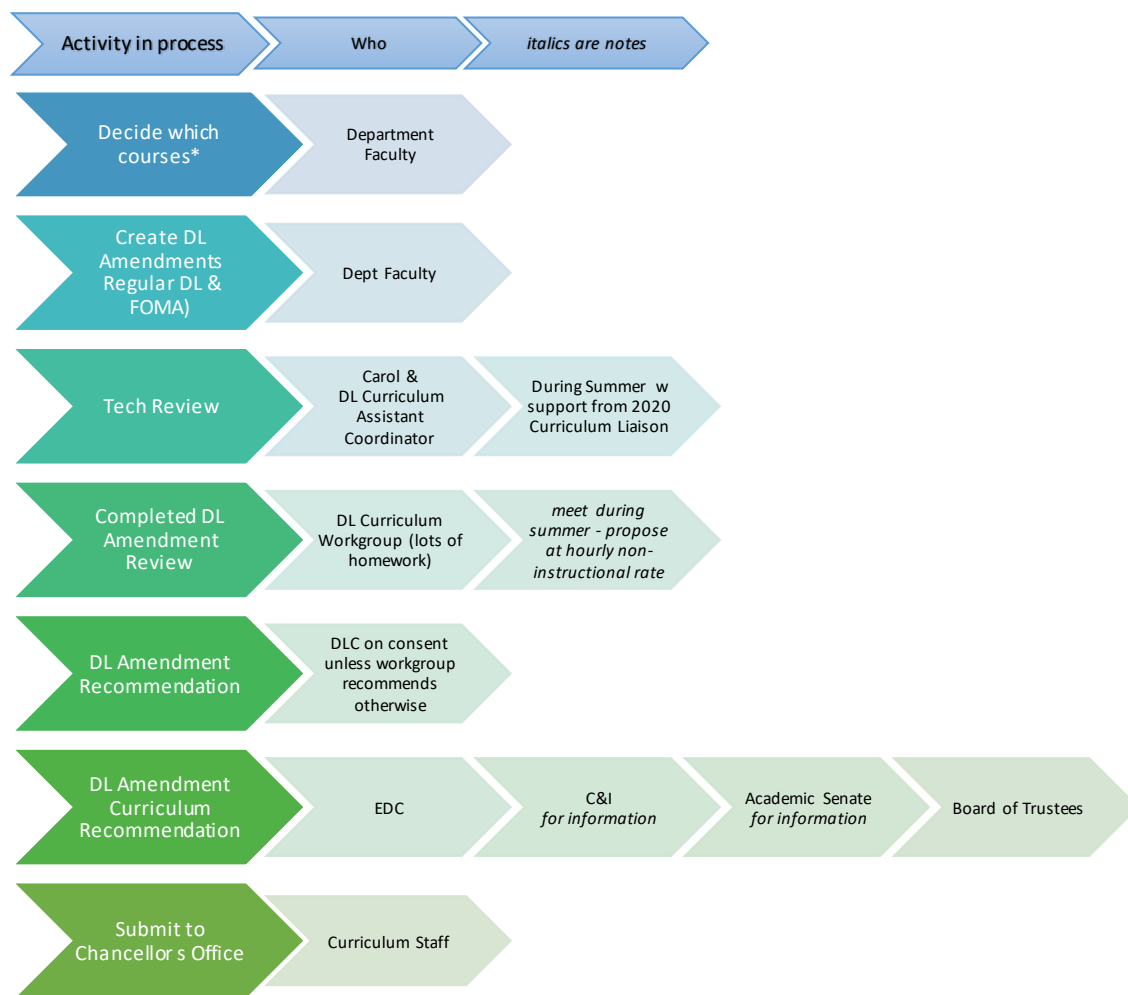
DLC website: <https://www.mtsac.edu/dlc/>

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
- **IIIB. 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.

## **DISTANCE LEARNING AMENDMENT CURRICULUM PROCESS - PROPOSED**



**SPOT Set-ups Spring 2020 so far**  
**Catherine McKee, Assistant Distance Learning Coordinator**

<b>Date/range</b>	<b># SPOT set-ups</b>	
AY 2018-2019	139	
7/1/2019 – 2/23/2020	59	
		<b>Total 7/1/2018 – 2/23/2020: 198</b>
2/25/2020	6	<b>SPOT courses set up since 2/25/2020: 223</b>
3/3/2020	1	
3/5/2020	1	
3/10/2020	3	
3/12/2020	3	
3/16/2020	11	
3/17/2020	3	
3/23/2020	6	
3/24/2020	2	
3/25/2020	6	

3/26	3	
3/27	11	
3/28	6	
3/30	2	
3/31	2	
4/1	2	
4/3	2	
4/6	5	
4/8	7	
4/9	4	
4/10	5	
4/11	1	
4/13	7	
4/14	8	
4/15	10	
4/16	20	
4/17	10	
4/18	16	
4/19	4	
4/20	1	
4/21	13	
4/22	8	
4/23	4	
4/24	7	
4/27	11	
4/28	3	11 pending

