Distance Learning Committee
2020-21

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

X	Meghan Chen, co-chair	X	Matthew Dawood	X	Michael Dowdle	X	L.E. Foisia	X	Hong Guo
X	Mike Hood	X	Carol Impara, co-chair	X	Tammy Knott-Silva	X	Catherine McKee	X	Stacie Nakamatsu
X	Michelle Newhart	X	Rich Patterson	X	Eric Turner	X	Sandra Weatherilt	X	Student Rep: Jem Bonfiglio Leonardo Rojas

Guests: Elizabeth Lobb

MINUTES – May 25, 2021

AGENDA ITEM	DISCUSSION/COMMENTS
Approval of DLC minutes: 5/11/2021 – assign themes	Approved.
Reports:	
Educational Design Committee (EDC) /Curriculum and Instruction Council (C&I) (Carol)	Proctoring Workgroup Report reviewed and approved on May 11.
Information Technology Advisory Committee (ITAC) Report	
Faculty Learning Activities Committee (FLAC) Report (Catherine)	Topics discussed at the May 21 FLAC meeting: - Need for continuation of Faculty Facilitators - Need for training/assistance in Canvas equation editor and LaTeX for math and science faculty, who now often require students to download PDFs, complete them by hand, scan, and upload them into Canvas; Harmonize may also use an equation editor based on LaTeX - Can record be the default Canvas TechConnect Zoom setting? Apparently now the default is not to record. Next meeting Friday, May 28. IIIA14
Faculty Center for Learning Technology (FCLT) Report (Michelle)	Faculty Survey – FCLT Needs Assessment should be out this week. Faculty and Student Survey on Office/Google coming out soon

	Tool Update: • Retiring: Otter, Pronto • Transition from Proctorio to Honorlock anticipated (both available in Summer term/can use both in same course) • Launching: TidyUp (available now) • Testing: Harmonize (Fall 2021) Creating self-paced trainings over summer (in POD) FCLT Flex Day presentation Canvas on Campus FCLT Intensive days Mon and Tue of Flex Week (week before Fall term) ==IIIC, IIIA14==
Student Report	Our students are finishing up their Associated Student terms. Thank you, Leonardo and Jem, for your participation!
DL Amendment Forms	
DL Faculty Workgroup Recommendations	The spring DL faculty workgroup met on May 14 and May 21, 2021. ***The DLC approved the faculty workgroup recommendations and recommended the approved courses be moved to EDC.*** ==IB9, IIA, IIIC==
Discussion	
DLC Goals	Goals approved. It will be forwarded to the President's Office. ==IB9, IIA, IIIC==
Proctoring Review Workgroup	Has passed C&I and has been presented to Senate - will vote next session. ==IB9, IIA, IIIC==
SPOT Equivalencies	The DLC continued the discussion from last week about other college training that would be accepted in lieu of SPOT. • DLC will submit the process through Academic Senate. • DLC affirmed a two-step process: faculty must complete an approved training from another college for pedagogical overview and regulations; and faculty will submit a course to a SPOT reviewer for a fast "SPOTcheck." • A four-item SPOTcheck list was proposed. DLC will consider it. • If an item is not met, the reviewer will work with the faculty to update the course the way we do for SPOT. DLC to review. • Other items to include in process description were discussed. • Not all colleges respond to requests for information. ==IB9, IIA, IIIC==
CVC Student Exchange Director's Report	Tabled until next meeting.
Progress on Integrating CVC Exchange at Mt SAC	Tabled until next meeting.
SPOT	Congratulations to Catherine for her monumental SPOT Marathon on May 24, which ran from 9 am to 4 pm. Many thanks to Mike and Sandra for their help. Faculty are working toward the June 1 "deadline."

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.

Workgroup Review Recommendations
May 14, 2021 Meeting

Participants: S. Burgoon; D. Chavez; S. Doonan; L.E. Foisia; M. Hood; C. Impara; D. Rowley

Course Reviewed	Workgroup Action	DLC Review
Smartsheet		
GERM 1	Approved with add hours – 2 per week – contact faculty	5/25/21
GERM 2	Approved with add hours – 2 per week – contact faculty	5/25/21
KORE 1	Approved with add hours – 2 per week – move to Title 5 template, remove online mode from title - contact faculty	5/25/21
KORE 2	Approved with add hours – 2 per week – move to Title 5 template, remove online mode from title - contact faculty	5/25/21
POLI 7	Approved with title correction, edits multiple weeks, hours week 8	5/25/21
POLI 10	Approved with edits week 13, hours week 8, check accessibility boxes	5/25/21
PSYC 14H	Approved with topic edits	5/25/21
PSYC 20	Approved with add 1 hour per week	5/25/21
SPAN 2S	Not recommended for approval – send back to faculty – use correct template	-----
SPAN 53	Approved with topic edits, move to Title 5 form	5/25/21
VOC AGR39	Approved with edits to topics and hours	5/25/21
VOC AGR75	Approved with edits to topics and hours	5/25/21
VOC CNT52	Approved	5/25/21
VOC CNT56	Approved with edits to topics and hours	5/25/21
VOC CSB31	Approved with topic edits	5/25/21
VOC ID10	Approved	5/25/21

VOC WL30	Approved with edit to course identifier – should be WL30	5/25/21
VOC WL50	Approved with edits and to course identifier – should be WL50	5/25/21
DL Form		
AGOR 50	Approved	5/25/21
AGPE 74	Approved with edit final exam	5/25/21
ASTR 99A	Approved	5/25/21
CHEM 20	Approved with topic corrections, add 1 hour per week	5/25/21
HIST 19	Approved with edit week 16	5/25/21
HIST 30	Approved with edit week 16	5/25/21
HIST 35	Approved with add missing lecture topic to week 15	5/25/21
MUS 100	Approved with add topic to week 1	5/25/21
MUS 100H	Approved with add topic to week 1	5/25/21
MUS 110	Approved	5/25/21
MUS 170	Approved with add student to student contact – contact faculty – don't add many hours	5/25/21

Workgroup Review Recommendations
May 21, 2021 Meeting

Participants: S. Burgoon; D. Chavez; K.Coreas; L.E. Foisia; M. Hood; C. Impara; D. Rowley

Course Reviewed	Workgroup Action	DLC Review
Smartsheet		
BS MTH01	Approved	5/25/21
ENGL 1CH	Approved with topic corrections. Contact faculty. Add 1-2 hours per week, add accessibility checkboxes, check for Honors statement	5/25/21
ENGL 58	Approved with edit week 16	5/25/21
ENGL 67	Approved with change title, add hours and accessibility checkboxes, topic edits	5/25/21
GEOG 8	Approved with add 2 hours per week due to corrected totals, add topics to weeks 5, 9 and minor edits	5/25/21
PHIL 9	Approved with minor edits - 2021	5/25/21
PHIL 9H	Approved with change title, add missing topic to week 4, add Honors statement to table	5/25/21
VOC AGR62	Approved with hours corrections	5/25/21
VOC ID14	Approved	5/25/21
VOC THR15	Approved with hours corrections	5/25/21
VOC WL40	Approved with corrected course title and number	5/25/21
VOC WL51	Approved with corrected course title and number	5/25/21
VOC WL70A	Approved	5/25/21

VOC WL70B	Approved with corrected course title and number	5/25/21
VOC WL70C	Approved with corrected course title and number	5/25/21
DL Form		
AIRM 70A	Approved with add 2 hours to each lab	5/25/21
ANIM 130	Approved – this is for 2021- see May 7 notes – change WebCMS Approval if necessary	5/25/21
ANIM 131	Approved – see May 7 notes. Change course title. Change WebCMS Approval if necessary. Check if for 2021	5/25/21
ANIM 141	Approved – see May 7 use 2020.	5/25/21
FIRE 2	Not recommended for approval, topics do not match.	-------
FIRE 4	Approved, check department box, edit week 16	5/25/21
FIRE 5	Approved, check department box, Missing topic added to week 1. Minor edit: week 2, 12, 13, 15, 16	5/25/21
R-TV 09	Approved	5/25/21
R-TV 11B	Approved with edit week 16	5/25/21
R-TV 101	Approved	5/25/21
SOC 1	Approved with add topics: Missing Topics: Science and society: sociological imagination, social location Processes of socialization: nature versus nurture, hidden curriculum Family dynamics: shifts in family structure, family life course, marriage, cohabitation, patriarchy versus matriarchy, family violence 3 topics, add one to week 1 - 2021	5/25/21
SOC 2	Approved - 2021	5/25/21
SOC 2H	Approved – check if 2020 or 2021	5/25/21
SOC 14	Approved - 2021	5/25/21
THTR 40	Approved	5/25/21