



DISTANCE LEARNING COMMITTEE

MINUTES FOR MARCH 10, 2009

Members Attending

X	Barry Andrews		Shanti Atashpoush	X	Dwight Ayle	X	Terri Beam, co-chair
X	Meghan Chen, co-chair	X	Will Daland	X	Tamra Horton	X	Mary Johnson
X	Paul Kittle	X	Charles McGruder	X	Stephen Runnebohm	X	Carol Webster
X	Jill Wilkerson		Asma Raja, student				

RECOMMENDATIONS

Recommendation	Rationale
<p>In order to comply with the mandate expressed by the Higher Education Opportunity Act of 2008 to ensure program integrity by authentication and verification of students in distance learning courses,</p> <p>“(ii) the agency or association requires an institution that offers distance education or correspondence education to have processes through which the institution establishes that the student who registers in a distance education or correspondence education course or program is the same student who participates in and completes the program and receives the academic credit:”</p> <p>it is recommended that these four identified processes authenticate and verify Mt. SAC students through interaction with the College's official information system, Banner.</p>	<p>A. A reasonable definition of student identity has been established already, and it starts with Admissions and Records (A&R) as the creator of each individual student record in Banner.</p> <p>B. Current College practices to establish and secure student identity include:</p> <ol style="list-style-type: none"> 1. A&R collects students' date of birth and social security number on application forms. 2. Students have to provide evidence to establish residency in California for a minimum of one year. <p>C. Three of the four processes indicated in the Higher Education Opportunity Act to authenticate students are already in place at Mt. SAC. The fourth process can be implemented through the use of existing or newly implemented resources. The four processes and their interactions with Banner are:</p> <ol style="list-style-type: none"> 1. “registers” – registration for courses is conducted online through MyMtSAC portal, interacting with Banner through Student ID # and PIN, which is designated by Mt. SAC Admissions and Records office 2. “participates in” - students are authenticated in online mode through user ID and password-required Luminis Portal or Blackboard participation, or by use of Mt. SAC e-mail address 3. “completes the program” - faculty gives the student a final grade on college-generated Grades Roster or in Luminis portal, starting Summer 2009 4. “receives the academic credit” - official transcript which provides evidence of course credit is handled through Mt. SAC Admissions and Records office, with Mt. SAC student ID #

MINUTES

Item	Discussion/Comments	Outcome
Approval of Minutes	February 24, 2009.	Approved.
DL Course Amendment Forms	<p>The following course amendment forms were reviewed:</p> <ul style="list-style-type: none"> • AGHE 85 submitted by Christina Garloff • SOC 36 submitted by Irene Lin 	<p>AGHE 85 was approved for submission to the Educational Design Committee pending minor revisions. Terri will contact the instructor regarding the changes.</p> <p>SOC 36 was not approved at this time. Terri will ask the professor to make a few revisions and also contact Jill regarding some accessibility issues.</p>
DL Committee 2008-09 Goals Update	<p><u>Goal 1:</u> Authentication – DLC discussed a draft recommendation for CIC review under Goal #1, which is the mandate for authentication of students in distance learning courses.</p> <p><u>Goal 3:</u> Curriculum and online degree – Wording of the goal has been revised.</p> <p><u>Goal 4:</u> Success & Retention – Resolution was written.</p>	<p><u>Goal 1:</u> Recommendation was approved for submittal to CIC with rationale. (It is noted separately above the minutes.)</p> <p><u>Goal 3:</u> Discussion tabled until next meeting.</p> <p><u>Goal 4:</u> Discussion tabled until next meeting.</p>
Next Meetings	<p>Tuesday, March 24 April 14 & 28; May 12 & 26; June 9 1:05 – 2:35 p.m., LTC-261</p>	

Cc: Curriculum & Instruction Council