

**Santa Monica College
Distance Education Committee
Minutes of October 2, 2012**

Members: Sal Veas (chair), Julie Yarrish (vice chair), Peggy Kravitz, Jenny Resnick, Odemaris Valdivia, Dana Del George, Jamie Cavanaugh, Peggy Kline, Mona Martin

Non-Voting Members: Ellen Cutler*, Dan Hurley*, Christine Miller*, Asunta Moisan, Wendy Parise, Judith Remmes*, Marilyn Simons*

Excused: Steve Myrow

ISC Guests: Jocelyn Chong, Steve Hunt, Waleed Nasr, Steve Peterson

Interested Parties: Eve Adler*, Teri Bernstein, Fariba Bolandhemat, Janet Harclerode, Laura Manson, Keith Graziedei, Waleed Nasr

*Present

The Santa Monica College Distance Education Committee was called to order by Sal Veas at 12:50PM

Approval of Minutes: A motion to approve the minutes of September 19, 2012 was made by Peggy Klein, seconded Jenny Resnick and unanimously approved.

Vice Chair's Report:

- Julie reported that the statement on substantive participation will be added to the information email sent to students each time they enroll in a class. Judith Remmes moved to approve the statement, Odemaris Valdivia seconded and it was unanimously approved. It was agreed that the statement be added to the Best Practices document.

Technology Planning Update:

- Jocelyn Chong and Jamie Cavanaugh reported that the focus of an ISC discussion has been on the past and future of technology at SMC. Among the issues under discussion are;
 - Lecture capture
 - Access to ISIS from any device
 - Expanding wireless network
 - Make access available from any device/source
 - Increase Wi-Fi access
 - Mobility
 - Expand Google app accessibility to staff and faculty (with caution)
 - Student support for Google

Committee Members Discussion/Reports:

- Ellen Cutler cautioned the committee that it is important to be proactive regarding accessibility guidelines and accommodating students with special needs.
- There was discussion by the committee regarding the customization of the use of add codes by faculty.

Ongoing Business:

- Turn-It-In Pilot and beyond. How does this project affect DE faculty/classes?
- Faculty Certification (update to be provided by Wendy & Julie later this term).

New Business:

- Topics to be discussed at the Academic Integrity Summit include plagiarism/cheating, ethics/civility, Turn-It-In, Distance Education with the focus on authentication, and technology.

Adjournment: The meeting was adjourned at 2:05 p.m.

Next Meeting: The next meeting of the Distance Education Committee will be in Business 111 at 12:45PM Tuesday, October 16.