Santa Monica College
Distance Education Committee

http://www.smc.edu/ACG/AcademicSenate/Pages/Distance-Education.aspx

Tuesday, April 02, 2013 @ 12:45—2:00 PM, BUS 111

1. Call to order
2. Action Items
   a. Approve Minutes of meeting, 03/19/13
3. Announcements
4. Reports
   a. Distance Education Update—Julie Yarrish
5. Old Business
   a. Senate Bylaws and Scope of DE Committee
   b. Distance Education Threats & Opportunities
   c. Distance Education Faculty Certification—(April 16)
   d. Institutional Research Survey—(April 30)
   e. Student Authentication
   f. DE Faculty peer evaluation rating rubric
   g. AR 5420 Distance Education & AR 4321
6. New Business
   a. TLC Focus Group—Hannah Lawler (April 16)
   b. From the Committee
7. Adjournment

Next meeting:
Tuesday, April 16 @ 12:45P—2:00, BUS 111
Tuesday, April 30 @ 12:45P—2:00, BUS 111
Thursday, May 9 @ 11:15P—12:30, Library 193
Tuesday, May 14 @ 12:45P—2:00, BUS 111
Tuesday, May 28 @ 12:45P—2:00, BUS 111

Santa Monica College
Distance Education Committee
Minutes of March 19, 2013

Members: Sal Veas (chair), Julie Yarrish (vice chair), Dana DelGeorge, Peggy Kravitz, Steve Myrow, Jenny Resnick, Odemaris Valdivia

Member(s) Excused: Jamie Cavanaugh, Peggy Kline, Mona Martin

Guest: Ani Aharonian from the Office of Institutional Research

Interested parties: Eve Adler**,** Kay Azuma, Teri Bernstein, Fariba Bolandhemat, Ellen Cutler, Stephen Druker, Janet Harclerode*, Dan Hurley*, Laura Manson, Eve Mazzara, Christine Miller*, Waleed Nasr, Eric Oifer, Wendy Parise*, Judith Remmes*, Marilyn Simons*

*Present

The Santa Monica College Distance Education Committee was called to order by Sal Veas at 12:55 p.m.

Approval of Minutes: A motion to approve the minutes of March 5, 2013 was made by Jenny Resnick, and seconded by Odemaris Valdivia

Chair's Report:
- Sal reported that the two flex day sessions on Turn-It-In were well attended. Plans to pilot this as a small group of DE faculty is still a go for the April 15th term.

Vice Chair's Report:
- Julie reported that the flex day eCompanion session was well attended with over 60 faculty participating.
- After a four-year absence of no campus-wide eCompanion trainings, there have been five sessions since last May. An additional session has been scheduled for May.   Faculty interest in using eCompanion is high.

Ongoing Projects:
- Sal handed out copies of the Palomar Community College's recent version of their faculty readiness document submitted by Wendy Parise. The topic of faculty readiness to be discussed at the next meeting.
- Sal updated the committee on the ISC AR's. The committee will need to review the DE AR's and submit changes including any deletions and additions.

Committee Members Discussion/Reports:
- The majority of the meeting was devoted to discussion and suggestions for creating and deploying a Distance Education student user satisfaction survey.
- It was agreed that due to the time involved in the survey creation, the survey would be deployed to Distance Education students in fall 2013.
- Sal & Julie will work with Ani on distilling the questions then forward to the committee for consideration and further discussion.
- Julie will email the committee a copy of the draft of the student survey created by the Chancellor's office as a reference/guide.

Adjournment: The meeting was adjourned at 2:10 p.m.

Next Meeting: The next meeting of the Distance Education Committee will be in Business 111 at 12:45 p.m., Tuesday April 2nd.