

**Santa Monica College
Distance Education Committee**

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

Tuesday, April 16, 2013 @ 12:45–2:00 PM, BUS 111

1. Call to order
2. Action Items
 - a. Approve Minutes of meeting, 04/02/13
3. Announcements
4. Reports
 - a. Distance Education Update—Julie Yarrish
5. Old Business
 - a. Distance Education Faculty Certification—(April 16)
 - b. Senate Bylaws and Scope of DE Committee
 - c. Distance Education Threats & Opportunities
 - d. Institutional Research Survey—(April 30)
 - e. Student Authentication
 - f. DE Faculty peer evaluation rating rubric
6. New Business
 - a. TLC Focus Group—Hannah Lawler (April 16)
 - b. From the Committee
7. Adjournment

Next meeting:

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 April 2, 2013**

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

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

*Present

The Santa Monica College Distance Education Committee was called to order by Sal Veas at 12:54 p.m.

Approval of Minutes: A motion to approve the minutes of March 19, 2013 was made by Peggy Kravitz, and seconded by Dana Del George

Chair's Report:

- Due to the departure of Lee Johnston, we will not be discussing concerns regarding Corsair Connect with respect to clear communications with students on crucial planned downtimes and also during degradations. Instead, the April 16th meeting will now focus on the TLC. Hannah Lawler from Institutional Research has requested to attend our DE meeting to conduct a brief focus group on DE needs and support in conjunction with the TLC.
- The TLC should help support the DE committee mission toward online faculty readiness and certification.
- A first draft of the DE student survey to be discussed at the April 16th meeting, time permitting. Plan to deploy finalized student survey is fall 2013.

Vice Chair's Report:

- Turn-It-In integration with eCollege has been completed for all online and hybrid shells. eCompanion integration is pending. A very small pool of DE faculty have agreed to pilot TII during their second 8-week spring term. Full push for all campus users will launch officially as of this summer. Sal will continue to try to help support colleagues in using TII to make the most out of this contract purchase. Screen-cast user demos will be created by Sal and shared with faculty who would like additional information on using this new product.

Ongoing Projects:

- Discussion of the Palomar Community College's recent version of their faculty readiness document will be addressed this term (target date: April 16th meeting).
- The committee agreed to leave the DE AR's in their current version and focus on the DE bylaws and make possible revisions.

Committee Members Discussion/Reports:

- Concerns were raised about the different ways faculty will use the various tools and options included in the TII package. Not all faculty may elect to use the tool in the exact same manner. It was agreed that this was different from other classroom management decisions made by individual faculty.
- Sal & Julie will continue to work with Ani on distilling the questions then forward to the committee for consideration and further discussion.

Adjournment: The meeting was adjourned at 2:14 p.m.

Next Meeting: The next meeting of the Distance Education Committee will be in Business 111 at 12:45 p.m., Tuesday April 16th.