Santa Monica College
Distance Education Committee

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

Tuesday, May 28, 2013 @ 12:45–2:00 PM, BUS 111

1. Call to order
2. Action Items
    a. Approve Minutes of meeting, 05/14/2013
3. Announcements
4. Reports
    a. Distance Education Update—Julie Yarrish
5. Old Business
    a. Senate Bylaws and Scope of DE Committee (Take 3)
    b. Distance Education Faculty Certification—Windy Parise & Julie Yarrish
    c. Institutional Research Survey—(Fall 2013)
6. New Business
    a. Accessible Instructional Resources—Ellen Cutler
    b. From the Committee
7. Adjournment

Next meeting:
To be announced.

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

Member(s) Excused: Dana DelGeorge, Mona Martin

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 12:50 p.m.

Approval of Minutes: A motion to approve the minutes of April 30, 2013 was made by Jenny Resnick, seconded by Peggy Kravitz was approved with one abstention.

Chair's Report:
- It was confirmed that the Turn-It-In eCollege integration is still on track and on schedule for a summer roll-out campus-wide.
- The Pearson APP for iPhone and Android tablets is fully functional at Pearson Learning Studio. The SMC listing will be added to the groups of schools available.
- The Senate Bylaws and Scope of the Distance Education Committee was presented to the Academic Senate. A suggestion was made for one additional paragraph that would address the D.E. Committee's leadership role and responsibility for online curriculum. After discussion it was agreed the bylaws would include paragraph D: "Collaborate and coordinate on areas of mutual interest with the Curriculum Committee."
- MOOCs: An inquiry into the legality of using MOOC materials by other institutions will be made.

Ongoing Projects:
- D.E. Faculty Certification – Wendy Parise and Julie Yarrish: A rough draft of the Best Practices Checklist was presented and a general discussion ensued.
  Suggestions/recommendation/changes were put forward by the committee. The format of the document was also discussed. Sal will present a summary version to the Senate as an information item only.

Committee Members Discussion/Reports:
- During a very brief discussion of an L.A. Times article on cheating it was reported that statistically there is little to no difference between the number of cheating incidents in online classes versus on ground classes.
- After brief discussion there was consensus that different criteria and evaluation documents would be appropriate for online vs. on ground education.

New Business:
- This committee will provide guidance on agenda items for fall.

Adjournment: The meeting was adjourned at 22:00 p.m.

Next Meeting: The next meeting of the Distance Education Committee will be in Business 111 at 12:45 pm., Tuesday, April 28. This will be the final meeting of the spring 2013 semester.

Distance Education Committee
Membership: Faculty and Administrators

Structure/Scope:
The Committee makes recommendations to the Senate regarding policies and plans for all aspects of distance education, and collaborates with all campus constituencies to support distance education students, faculty, staff, and administrators.

Functions:
A. Provides a forum for dealing with evolving issues in distance and digital education and disseminates information about these issues to the campus community.
B. Makes recommendations to the Academic Senate regarding distance education and other online delivery of instructional material, including the development of administrative regulations and Board of Trustees' policies, learning management systems, and other related digital education products and services.
C. Supports faculty in development and delivery of their online courses by establishing and maintaining best practices for online course delivery and recommends skills for teaching online.
D. Collaborates and coordinates on areas of mutual interest with other senate committees.

THE FUNDAMENTALS OF CREATING AND CHOOSING ACCESSIBLE INSTRUCTIONAL RESOURCES

how to create ACCESSIBLE INSTRUCTIONAL resources

Web Content

- All multimedia must be captioned before being made available to students.*
- All images need alternate text (also known as descriptive text).
- Complex images (e.g., charts) with instructional information also need to be described on the web page.
- Links should make sense out of context. (e.g., Eiffel Tower versus Click here).
- Use good contrast, and don't rely on color alone.

Word Docs

- Whenever applicable, structure documents with headings created with the Styles feature.
- Run Word 2010's Accessibility Checker
  File > Info > Check for Issues > Check Accessibility

PowerPoint

- Use one of the slide layouts; do not create text boxes.
- Follow the same design rules as for web content.
- Run PowerPoint 2010's Accessibility Checker.
  File > Info > Check for Issues > Check Accessibility

PDF Files

- Create text-based PDF files (vs. scanned images).
- Whenever possible, create PDF files from Word documents structured with headings.

Multimedia*

- Multmedia must be captioned.
- Non-captioned multimedia cannot be shown to students if there is a student in the class who needs captioning as a disability accommodation.[1]

Google Drive and the Apps Suite

Google Drive Advisory

Google Drive's unique combination of communication tools, storage and minimal processing needs provides Santa Monica College unmatched functionality. Unfortunately, some components of Google Drive's Apps Suite are not yet accessible to people with disabilities who use assistive technologies (e.g., voice recognition, screen readers for the blind). *The Academic Senate (or The*

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[1] Exception: Multimedia does not need to be captioned if it is being used only once (i.e. not archived for future semesters), and there are no students in the class who need captioning as a disability accommodation.

Academic Senate Information Services and Distance Education Committees) recognizes that this accessibility gap conflicts with our legal mandate for building and buying accessible technology and providing equal access to information.[2] While waiting for Google Drive and the rest of the Apps Suite to become fully accessible, Information Services and the Academic Senate support the following compensatory efforts.

Current Efforts

- SMC will not mandate the use of these tools.
- Those of us who adopt Google Drive and the Apps Suite must create accessible versions of documents when we create our Google docs.
- We must be ready to switch discussion tools, as needed, for any member of our campus community to whom they are not accessible. This conversion must be accomplished in a timely manner so as to not adversely affect the academic and/or workplace success of any member of our campus community with a disability.
- All Google Apps Suite users are informed of this in their initial login instructions and/or at Google Apps meetings.

How to Purchase Accessible Instructional Resources

Questions to ask Publishers and other Vendors

- How does your company define accessibility?
- Is your product completely Section 508 compliant?
- Tell the vendor we cannot choose the product unless it is accessible and ask the vendor how the accessibility was determined. For example, was it tested by someone who is blind? By someone who talks to the computer using voice recognition?

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[2] California Government code § 11135(d); Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) and its implementing regulations set forth at Title 36 CFR Part 1194; Americans with Disabilities Act (42 U.S.C. § 12100 et seq.); Section 504 of the Rehabilitation Act of 1973

Resources

SMC Faculty and Staff

Christine Miller, Distance Education Multimedia Specialist, x3765
Contact Christine for all questions related to eCollege (online, hybrid, class supplement).

Tom Peters, Disabled Student Services, x8706
Contact Tom for all captioning questions not related to eCollege as well as any other accessibility questions.

Ellen Cutler, Disabled Student Services, x4496
Contact Ellen with any accessibility questions not related to captioning.

Web Resources

SMC's Captioning FAQ
http://www.smc.edu/StudentServices/DisabilityResources/Pages/Captioning.aspx

Disability Access Guidelines in eCompanion FAC 101 Faculty Support

WebAim
www.webaim.org
Comprehensive web site covering all aspects of accessible web design as well as accessible design for Word, PowerPoint, and PDF files.