

## Santa Monica College

### Distance Education Committee Minutes of March 20, 2012

**Members Present:** Jamie Cavanaugh (chair), Julie Yarrish (vice chair), Dana DelGeorge, Keith Graziadei, Dan Hurley, Peggy Kline, Erica Leblanc, and Jenny Resnick

**Members Absent:** Wendi Demorst

**Interested parties:** Kay Azuma, Willis Barton\* Teri Bernstein, Fariba Bolandhemat\*, Ellen Cutler\*, Stephen Druker, Janet Harclerode, Peggy Kravitz\*, Laura Manson\*, Eve Mazzara, Christine Miller\*, Waleed Nasr\*, Eric Oifer, Wendy Parise\*, Judith Remmes\*, Marilyn Simons\*, Odemaris Valdivia\*, Sal Veas  
\*Present

**Invited Guests:** Kiersten Elliott (Admissions), Steve Myrow (Financial Aid)

The Santa Monica College Distance Education Committee was called to order by Jamie Cavanaugh at 12:45 p.m.

**Approval of Minutes:** A motion to approve the minutes as corrected was made by Keith Graziadei, seconded by Peggy Kline, and passed unanimously.

**Chair's Report:**

- The possible purchase of a Turnitin license is being discussed.
- Enhancements/changes/recommendations to the wait list are being considered.

**Vice Chair's Report:**

- The "wish list" for the May 1 eCollege visit has been uploaded in Google Docs and items can be authored by committee members.

**Committee Members Discussion/Reports:**

- Keith Graziadei informed the committee about a series of upcoming workshops on Student Success.
- There was general discussion of the definition of "substantive participation". The committee will further discuss the definition of this term and create a statement as to the meaning to be posted as decided by the committee. There could also be a course specific statement posted by each instructor. Discussion and development of these statements was tabled until the April 3 meeting.

**New Business:**

- Kiersten Elliott addressed the subject of dropping students who are not attending and/or are not substantively participating in their online classes. All faculty are strongly urged to clear their rosters in a timely manner as directed by Title V. It is also strongly recommended that a clear statement of expectations be placed in the course syllabus.
- Steve Myrow informed the committee that the Department of Education is looking at where financial aid money goes. It is suspected that there may be substantial fraud perpetrated in Southern California Community Colleges by large fraud rings that we must attempt to protect against. Instructors should look at behaviors if students are suspected of fraud and/or cheating.

**Adjournment:** The meeting was adjourned at 2:00 p.m.

**Next Meeting:** The next meeting of the Distance Education Committee will be in Library 275 (2<sup>nd</sup> floor, Conference Room) at 12:45 p.m., Tuesday, April 3