

Santa Monica College

Distance Education Committee & Information Services Committee Joint Meeting Minutes of October 17, 2013

Members: Sal Veas (chair), Julie Yarrish (vice chair), Jamie Cavanaugh, Dana DelGeorge, Wendi DeMorst, Peggy Kravitz, Mona Martin, Walter Meyer, Judith Remmes, Saul Rubin, Odemaris Valdivia

*Excused Absence

ISC Members: Fariba Bolandhemat, Steve Hunt, Waleed Nasr, Diam Nguyen, Steve Peterson

Interested parties: Tim Cramer, *Ellen Cutler, *Keith Graziadei, *Peggy Kline, Laura Manson, *Christine Miller, Pete Morris, *Wendy Parise, *Jenny Resnick, *Marilyn Simons

*Present

The Santa Monica College Distance Education Committee was called to order by Sal Veas at 11:15 a.m.

Approval of Minutes: A motion to approve the minutes of September 19, 2013 was made by Wendy Parise, seconded by Wendi DeMorst and unanimously approved.

Vice Chair's Report:

- Julie reported that Esau Tovar, Disciplinarian's Office, has been making great strides in supporting faculty in combating online cheating. Students found to have cheated are prohibited from enrolling in online classes for a period of time. They are tracked and those who do not comply with this restriction may be subjected to further disciplinary action.

Old Business:

- Institutional Research Survey: Ani Aharonian addressed questions related to the launch of a survey on online technology. It was highly recommended that the survey be short, take approximately 5 to 10 minutes to complete, and that the best time to administer it would be spring 2014. To accomplish this, the survey questions must be finalized by the end of this fall semester. She recommended that the survey address the questions of:
 - What we want to accomplish with the survey;
 - What are the goals of the survey;
 - Who should be surveyed;
 - What are the technology needs and use and what devices are used.
- CMS/Pearson Contract Renewal: As previously discussed, the Pearson/eCollege contract will be re-negotiated for a period of two years with an option for one additional year. Moving to another platform will time and labor intensive therefore the decision whether or not to move must be made expeditiously. It was agreed that the committee would look at Canvas in November so the committee can stay current on new CMS options available.
- Accessible Instructional Resources: During her presentation Ellen Cutler stressed the importance of having accessibility requirements with "teeth/weight". She stated that third parties are to follow guidelines and adhere to minimum requirements and that publishers are responsible for following those guidelines and requirements. Robust questioning of publishers regarding the specifics pertaining to the accessibility of the text might be necessary when negotiating/researching new textbooks. During discussion the suggestion was made that, to insure accessibility and safeguard the college against liability, perhaps textbook adoption should go through the curriculum process.

Adjournment: The meeting was adjourned at 12:35 p.m.

Next Meeting: The next meeting of the Distance Education Committee will be in HSS 261 (Senate Conference Room) 11:15 A.M., Thursday, October 17.