

**Santa Monica College
Distance Education Committee**

Agenda

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

**Thursday, October 17, 2013 @ 11:15–12:35 PM
Senate Conference Room HSS 261**

1. Call to order
2. Action Items
 - a. Approve Minutes of meeting, 10/03/2013
3. Announcements
4. Reports
 - a. Distance Education Update—Julie Yarrish
5. Old Business
 - a. Institutional Research Survey Update—Julie Yarrish
 - b. Course Management System: Pearson Contract Renewal
 - i. Canvas Visit: Thursday, November 14, 11:15-12:30
 - c. Instructional Materials Requirements (See page 3-5)
 - d. Accessible Instructional Resources—(Fall 2013)
 - e. Distance Education Faculty Certification—(Fall 2013)
6. New Business
 - a. From the Committee
7. Adjournment

Next meeting:
Thursday, October 31



**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.

Instructional Material related Board Policies and Administrative Regulations

BP 4120 Materials Fees

The Board of Trustees authorizes the determination of course materials fees as recommended by the Superintendent/President provided that the total fees collected for a particular course shall not exceed the cost of materials used in that course.

Reference: Title 5, Sections 59400, 58402, and 9404

Education Code Sections 70901, 70902 and 76002

Adopted: 5/7/2001

BP 5360 Instructional Materials Fee

Students may be required to pay a fee for instructional and other materials required for a course. The Board of Trustees adopted the provisions in the Education Code and Title 5 and the administration will use these to identify the appropriate courses.

Reviewed and Adopted 12/04/2000

BP 6270 Bookstore

The District owns and operates the college bookstore and maintains provisions for the following in accordance with administrative regulations:

- Sales, Refunds, Returns, Book Buy Back, Acceptance of checks and credit cards as legal tender, Lost and stolen books

AR 2512 Accessibility Standards for Electronic and Information Technology - Section 508

Electronic and information technologies (EIT) are a significant means by which Santa Monica Community College District provides information to students, faculty, staff and other constituents. The need to ensure accessibility to all members of the campus community becomes critical as more administrative services and learning environments are based on EIT. It is also a part of the district's ongoing commitment to establishing a barrier free learning community, or universal access, to all qualified individuals.

Individuals with disabilities are guaranteed access to educational institutions and systems of communication under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Amendments to Section 508 of the Rehabilitation Act clarify accessibility requirements for EIT developed, procured, maintained, or used by federal agencies.

The technical standards of Section 508 provide criteria specific to the following technologies:

Software Applications and Operating Systems (1194.21)

Web-based Intranet and Internet Information and Applications (1194.22)

Telecommunications Products (1194.23)

Video and Multimedia Products (1194.24)

Self Contained, Closed Products (1194.25)

Desktop and Portable Computers (1194.26)

Functional Performance Criteria (1194.31)

Furthermore, California Government Code Section 11135 states the following:

(1) In order to improve accessibility of existing technology, and therefore increase the successful employment of individuals with disabilities, particularly blind and visually impaired and deaf and hard-of-hearing persons, state governmental entities, in developing, procuring, maintaining, or using electronic or information technology, either indirectly or through the use of state funds by other entities, shall comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 794d), and regulations implementing that act as set forth in Part 1194 of Title 36 of the Federal Code of Regulations.

(2) Any entity that contracts with a state or local entity subject to this section for the provision of electronic or information technology or for the provision of related services shall agree to respond to, and resolve any complaint regarding accessibility of its products or services that is brought to the attention of the entity.

As mandated by federal and state laws and the California Community Colleges Chancellor's Office it is necessary that Santa Monica Community College District comply with Section 508 Standards to ensure accessibility to EIT for individuals with disabilities. The Board directs the President/Superintendent or designee to enforce compliance with the accessibility requirements of 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.

Approved by Academic Senate 3/2004

AR 5350 Instructional Materials Fee

Students may be required to pay a fee for instructional and other materials required for a course provided:

1. that such materials are of continuing value to a student outside that classroom setting, and
2. that such materials are not solely and exclusively available from the District.

Definitions. For the purposes of this regulation, the following definitions apply:

1. "Instructional and other materials" means any tangible personal property which is owned or primarily controlled by an individual student.
2. "Required instructional and other materials" means any instructional and other materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which is necessary to achieve those required objectives of a course which are to be accomplished under the supervision of an instructor during class hours.
3. "Solely or exclusively available from the District" means that the material is not available except through the District, or that the District requires that the material be purchased or procured from it.
4. "Required instructional and other materials which are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting, which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course which are to be accomplished under the supervision of an instructor during class hours.

No student shall be required to pay a fee for any instructional or other materials required for a course except as provided in this regulation.

Reference: EC 66700, 71020, 71025, 71062

Title V, Sections 59400, 59402

Reviewed and/or Updated 10/02

AR 5420 Distance Education

The Santa Monica College Distance Education Program offers students an opportunity to achieve their educational goals in an effective, non-traditional, technologically mediated learning environment.

1. Definitions and Application

- a. Distance education means instruction in which the instructor and student are separated by distance. Online courses are the predominant means of distance education delivery. Students need not come to campus for course work.
- b. Online Hybrid Courses deliver the required number of instructional hours divided between online coursework and mandated on-ground instructional activities. Students need to come to campus and attend the on-ground portion of the course.
- c. All distance education is subject to the general requirements of Board Policy 5420, Board Policy 2410, Administrative Regulation 2512 and this administrative regulation.

2. Course Quality Standards

- a. The same standards of course quality shall be applied to distance education as are applied to traditional classroom courses, including regular, effective contact with students.

b. Determinations and judgments about the quality of distance education shall be made in accordance with Board Policy, Article 5200 ("Academic Freedom and Responsibilities"), and Administrative Regulations, Articles 5100 ("Curriculum"), 5200 ("Academic Freedom and Responsibilities"), and 5300 ("Academic Standards"), inclusive.

3. Course Approval

Departments may submit proposals of new distance education classes by following Administrative Regulations 5111 and 5112.

4. District Responsibilities

a. The District shall ensure that all Distance Education courses shall be conducted in accordance with Title 5 Regulations and Chancellor's Office Distance Education Guidelines.

b. Distance Education instructional materials and delivery systems will comply with California Community College accessibility standards, as well as laws pertaining to students with disabilities. [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.]

c. The District shall maintain records and report data as required by local, state and federal governing boards.

d. The District shall provide training opportunities and/or guidance to faculty interested in teaching an online course.

e. The District shall provide student support services for distance education students that are comparable to the services provided to students taking on-ground classes.

Approved: 6/8/07

Goals, Objectives, and Activities

A. Course Management System options; Pearson Learning Studio Contract.

B. Census Drop Roster and Verification for DE. Substantive participation. No longer the right to fail. Inform faculty of DE and Hybrid options with AR 4320.

C. Add codes for DE. The impact of wait list on DE. Invite Kiersten Elliott to a DE meeting

D. Guidelines for Required Instructional Materials. DE and ISC discussion item.

E. DE Certification: Development & Implementation

F. Training Options, The Center, PDC, etc. Where does a faculty member begin?

G. Student Survey, Institutional Research

H. Honor Signature. Duke University example. Should we develop an option for SMC?