Santa Monica College
Distance Education Committee

Minutes of November 17, 2015

Voting Members: Pete Morris (chair), Julie Yarrish (vice chair), Ron Furuyama, Christina Gabler, Dana DelGeorge, Peggy Kravitz, Jenny Resnick, Odemaris Valdivia

also in attendance: Sal Veas, Gary Ortega, Laura Manson, Tammara Whitaker, John Lynch

The Santa Monica College Distance Education Committee was called to order by Pete Morris at 12:48 p.m.

Public Comments: None

Announcements: None

Action Item: Approval of minutes from October 20 -- Moved by Jenny Resnick and seconded by Ron Furuyama. No discussion. Approved unanimously (8-0), with no abstentions.

Chair's Report:

- Update on Smarthinking tutoring pilot (Vice-chair): Usage is light considering there are 18 sections in this cohort. To encourage student's using the service, another email to pilot faculty will be sent to request they advertise this resource to their students. An exit survey request has been submitted to the Office of Institutional Research (OIR). DE committee faculty wanted to provide guidance to the OIR on the types of questions they should ask. Suggestions ("what did you think of the ease of technology of the tutoring platform?", "what did you think of the quality of tutoring services?", "compare and contrast this service with other tutoring services you have used", "why did you (or did you not) use the tutoring services?")

- Canvas Migration & Facilitating the Transition: The committee discussed the migration timing for the upcoming year. Comparing SMC timelines to Solano's three-year migration process, are we able to move with a 12-month timeline? The current plan is to move all users off eCollege as of winter 2017. Content stored on the eCollege servers will remain available for another year as "read only" upon request of the DE department staff and for review purposes (not migrating). Faculty will need to be mindful to download copies of their eCollege gradebook back to one year (and save on their workstations, etc.).

- DEC's role in supporting and ensuring high-quality online teaching: How does the committee want to support and promote faculty readiness? What is the value in the self-paced "How to Teach in Canvas" vs. the faculty moderated live class? How have other CCCs manage readiness including mandating their online faculty are trained/certified before they are allowed to teach online? While the committee expressed strong support for the value of faculty training and professional development in both the technological how-tos of using Canvas—or any other

online tools—as well as in the pedagogical challenges and opportunities distinctive to teaching in an online environment, it also was noted that any mandate requiring online-specific training would be a contractual issue necessarily negotiated with the Faculty Association.

Announcements:

- The Canvas OEI contract signing is pending. Due to a question in the wording of the OEI contract, the college has requested clarification from the OEI. Once these issues are resolved and the contract is signed, the DE committee can proceed with migration plans, including using the OEI resources (i.e. @ONE online training, migration liaison for MIS).

- A small workgroup of DE staff, MIS staff and DE faculty will work during winter term to map out and firm up migration timelines, SSO integration for students and faculty, and training plans. This workgroup will report back to the DEC on progress or updates when the committee reconvenes in Spring 2016. Any interested DEC members are welcome to be part of this workgroup. Please let Julie Yarrish know to include you in the meetings, which will are expected to take place on Fridays during the upcoming Winter session.

Ongoing Projects:

- Tutoring Pilot Update: SmartThinking pilot will run through the end of the semester. Survey and data points will be discussed when the DEC reconvenes in Spring 2016. The committee can then advise how to proceed and make use of any unused hours into the new term.

- **Adjournment:** The meeting was adjourned at 2:05 p.m.

Next Meeting: The next meeting of the Distance Education committee will be Tuesday, December 1, 2015 from 12:45 - 2:00 p.m. Location: Media Center Conference Room (M 110).

Please remember that there is no food or drink allowed in the conference room.

Voting Members	Minutes of 10/20
Ron Furuyama	Yes
Christina Gabler	Yes
Dana Del George	Yes
Peggy Kravitz	Yes
Pete Morris	Yes
Jenny Resnick	Yes
Odemaris Valdivia	Yes
Julie Yarrish	Yes
3rd Admin (Vacant)	-