

**Santa Monica College
Distance Education Committee**

Minutes of December 1, 2015

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

also in attendance: Yvonne Ortega, Cassie Rockwell, Gary Ortega, Ellen Cutler, Christine Miller, Tammara Whitaker, Dorna Sakurai

guest: Ani Aharonian (Office of Institutional Research)

The Santa Monica College Distance Education Committee was called to order by Pete Morris at 12:46 p.m.

Public Comments: None

Announcements: None

Action Item: Approval of minutes from November 17 -- Moved by Dana Del George, seconded by Jenny Resnick. No discussion. Approved unanimously (7-0), with no abstentions.

Discussion Items:

Smarthinking Pilot student survey: Ani Aharonian submitted a draft of a student exit survey. Members discussed and offered suggested changes, which will be integrated into the survey. Survey to be deployed by OIR during the second week of December to capture the students before final exams. Results will be presented to the committee and discussed when meetings resume in the Spring.

Canvas Migration & Facilitating the Transition: The committee continued to discuss the migration timing for the upcoming year. The plan is to move all users off eCollege as of Winter 2017. Content stored on the eCollege servers will remain for another year as “read only” available upon request of the DE department staff and for review purposes (not automated-assisted 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 insuring high-quality online teaching: Discussions continued on how the committee wanted to promote faculty readiness on Canvas. There was discussion on the practicality of supporting a large number of faculty and their training needs. Faculty peer mentors would only be able to support migration issues and not be able to meet the needs of training faculty how to use the Canvas

platform. It was mentioned that with this Canvas migration, it would be an opportune time for the committee to craft a strong recommendation that all faculty take the @ONE facilitated class before they were allowed to teach online. The committee was unable to come to consensus on mandating vs. volunteering to take Canvas training. A special meeting was scheduled for December 8 in order to approve a committee resolution before fall term ends.

Announcements:

Vice-Chair’s Report:

The plan is to take advantage of the free tuition version of the OEI @ONE class on “How to Teach on Canvas”. The OEI confirmed that there will be no opportunity for a free online class offered only to SMC, and faculty would need to sign up on their own. More details on timing and session TBA.

Adjournment: The meeting was adjourned at 2:08 p.m.

Next Meeting: The next meeting of the Distance Education committee will be Tuesday, December 8, from 1:00–2:00 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 11/17/2015
Ron Furuyama	Yes
Christina Gabler	excused
Dana Del George	Yes
Peggy Kravitz	Yes
Pete Morris	Yes
Jenny Resnick	Yes
Odemaris Valdivia	Yes
Julie Yarrish	Yes
3 rd Admin (Vacant)	-