Santa Monica College
Distance Education Committee
Minutes of May 17, 2016

Voting Members: Pete Morris (Chair), Julie Yarrish (Vice-Chair)*, Fabienne Chauderlot, Dana Del George, Wendi DeMorst, Peggy Kravitz, Jenny Resnick, Odemaris Valdivia, Christina Gabler*
*Absent

Also in attendance: Wendy Dishman, Shawn Jordison, Diem Nguyen, Christine Miller, Gary Ortega, Ellen Cutler, Deborah Novak, Laura Manson, Cassie Rockwell, Tammara Whitaker

The Santa Monica College Distance Education Committee was called to order by Pete Morris at 12:51 p.m.

Public Comments: Dana Del George announced there will be two Canvas workshops coming up on Friday, May 20, 2016 and gave instructions on how to register for the workshops on the Canvas website for our faculty/staff.

Announcements: None

From the Committee:

Ellen Cutler was presented with a certificate of recognition and the following resolution of gratitude for her service to the DE committee:

> In recognition of her many years of service to the Santa Monica College Distance Education Committee; and of her tireless efforts in support of the college's students, faculty, and staff; the Committee hereby expresses its gratitude to Ellen Cutler for her expert and patient leadership and guidance on all matters related to the accessibility of SMC's distance-education offerings.

Motion to approve by Odemaris Valdivia; seconded by Dana Del George. Approved unanimously (7-0).

Action Item:

Approval of May 3, 2016 minutes. Motion to approve by Odemaris Valdivia; seconded by Fabienne Chauderlot. Approved unanimously (7-0).

Chair's Report:

Intelecom Video Resources – Shawn Jordison provided an update on his findings regarding accessibility concerns using the offered service. Shawn was unable to make a full assessment without a proper subscription account, as the free account did not have accessible videos. Shawn was offered a subscription account by the company and awaiting details on how to access the account in the near future.

Pete Morris stated the committee was not prepared to make a formal recommendation regarding Intelecom Video Resources. He encourages further investigation and this discussion may continue in the

Fall with further research about the product. Laura also suggested looking into Films on Demand, as she was impressed with its service and would like Shawn to also look into it regarding accessibility.

It was decided that the committee will ask for department chairs' input for future learning resources. Jenny Resnick also suggested looking into Proctorio, a software for proctoring courses delivered online. Odemaris Valdivia also suggested working with the library to offer Lynda.com resources to students. Additionally, Dana Del George mentioned the capability to share resources in Faculty 101 and 'vote' virtually among instructors; Canvas offer tools to facilitate such online collaboration and crowd-sourcing of recommendations. Ellen Cutler reiterated the importance of vetting all software for accessibility.

Policy on Regular Effective Contact - Discussion continued regarding a policy on "regular and substantive interaction between student and teacher" in online and hybrid courses.

- Pete stated that revising the "regular and effective contact" (REC) policy would maintain the DE model of leadership regarding the best practices for courses delivered online. He then shared the policies that are adopted statewide as best practices.
- The Curriculum committee addresses effective contact between faculty and student in Form 7 of the approval application for distance education and hybrid courses. The DE committee was reminded that the Curriculum committee makes a decision about whether a course in general meets requirements to be taught online/hybrid; Curriculum does *not* partake in vetting individual course sections and faculty members beyond establishing minimum qualifications. This was mentioned in contrast to the OEI Exchange, which vets each specific section via its Course Design Rubric.
- The DE committee reviewed the current language in Form 7 and began discussing suggestions to modify the document. It was noted that the DE committee was the primary force in creating the form's language, but that was several years ago and some updating would be warranted.
- Some on the committee suggested that the current Form 7 language regarding REC was too vague and that there should be more specific guidelines about what constitutes minimally acceptable contact regarding, for example, the frequency and promptness of contact.
- Whatever best-practice standards are set, it is also important for the committee to consider how it communicates these standards; simply having them within the Curriculum review process is insufficient.

In sum, to pursue this issue further in the Fall, the committee plans to do the following:

- Present a proposed REC policy to the Academic Senate for discussion and adoption.
- Further develop and communicate best practices for faculty-student and student-student contact in an online learning environment. These will be highlighted in the revised FAC 101 website being developed as part of the transition to Canvas, and the committee will also share the best practices via meetings of department chairs, the Academic Senate, and other discussion settings.
- Propose revisions to Curriculum's course-approval forms. It was agreed that the current language in Form 7 is strong and only needs some updating to better reflect REC standards as now articulated by the OEI, Title 5, and federal Department of Education guidelines. Additional revisions may also be suggested by the committee's revisions of its FAC 101 statement of best practices.

Adjournment: The meeting was adjourned at 2:02 p.m.

Next Meeting: The next meeting of the Distance Education committee will be in Fall 2016.

Voting Members	Ellen Cutler Resolution	Approval of May 3 Minutes
Fabienne Chauderlot	Yes	Yes
Wendi DeMorst	Yes	Yes
Christina Gabler	-	-
Dana Del Georgie	Yes	Yes
Peggy Kravitz	Yes	Yes
Pete Morris	Yes	Yes
Jenny Resnick	Yes	Yes
Odemaris Valdivia	Yes	Yes
Julie Yarrish	-	-