Canvas Migration Guidelines
endorsed by the SMC Distance Education Committee, 8 December 2015

With the twin goals of (a) facilitating a smooth transition to the Canvas course management system, and (b) maintaining high-quality online instruction for student success on the new platform, the Santa Monica College Distance Education Committee endorses the following approach. Rather than a precise plan, the guidelines below are presented as recommendations from the committee to all individuals and groups involved in the Canvas transition and online education at SMC.

1. Take full advantage of the @ONE courses as the centerpiece of online faculty professional development and Canvas training. The @ONE curriculum is based on the ten Standards for Quality Online Teaching that have become the primary statement of effective practices for distance-education faculty throughout the California Community Colleges.

    1.1. The committee considers it vital that SMC faculty take the instructor-led Introduction to Teaching with Canvas. Ideally, faculty will have completed this course prior to teaching online with Canvas for the first time.
    1.2. Continue to support SMC faculty in also taking Introduction to Online Teaching and Learning, the foundation course of @ONE's Online Certification Program certification program.
    1.3. Promote as effective practices in designing online courses the principles presented in the OEI's Course Design Rubric.

2. Partner with Instructure and OEI to automatically transfer existing eCollege course shells into Canvas, to the extent that the technology allows.

    2.1. Course-shell migration ideally should occur after or concurrent with the faculty member's completion of the Introduction to Teaching with Canvas course (see item 1.1 above).
    2.2. A small cohort of early adopters will carefully review the results of their own courses' automated migration, identifying areas where faculty likely will require additional assistance in preparing their new Canvas shells.

3. The Distance Education department, with the guidance of the committee, will develop a set of resources to support and guide faculty in transitioning to Canvas. These resources will include the following:

    3.1. a step-by-step guide for faculty to follow in making the transition to Canvas
    3.2. a peer-mentor system for assisting faculty in migrating their online course content to Canvas. This will include a small number of "super mentors" who will help train additional mentors to ensure support for faculty across all college departments.

3.3.   a dynamic website addressing FAQs, comparable to what has been developed by our peers at [Foothill College](#).

4.   Creation of a work group including both faculty and staff to proactively manage and troubleshoot the logistics involved in transitioning to Canvas.

   4.1.   This work group will include the chairs of the Distance Education committee and will report regularly to the committee throughout the transition period.

5.   Maintain archival access to SMC's existing eCollege course shells for at least one semester after the transition to Canvas.

   5.1.   While the timeline remains undetermined as the college's contract with Instructure is finalized, it is expected that the bulk of the transition to Canvas will occur during calendar year 2016. The committee expects faculty training and course migration to begin before or during Spring 2016, with some courses being presented on Canvas by Summer 2016.

   5.2.   The committee does not expect any courses to be presented on eCollege, or eCompanion, after the conclusion of Fall 2016. In other words, we expect to be a fully Canvas campus by January 2017.