Santa Monica College
Distance Education Committee

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

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Agenda

Tuesday, 4 October 2016 @ 12:45 – 2:00 pm
Media Center Conference Room (M110)

1. Call to order
2. Public comments / Announcements
3. Action Items
   a. approval of minutes for meeting of 20 September 2016
      http://www.smc.edu/ACG/AcademicSenate/AScommittees/Documents/Distance_Education/DE_2016_2017/2016_0920_Minutes_DE.pdf
4. Old Business
   a. Canvas transition update
   b. Regular and Effective Contact (see pages 2 and 3)
      i. review of AR5420
      ii. review of Curriculum approval form for DE
      iii. review of Best Practices module on Canvas Central
5. Adjournment

Next scheduled meeting:

October 18

Notes for Regular and Effective Contact Discussion

U.S. DoE accreditation guidelines for postsecondary education, in accordance with Title 34 of the Code of Federal Regulations, defines Distance Education as incorporating technologies that "support **regular and substantive interaction** between the students and instructor." (34 CFR § 602.3)

California's Title 5 guidelines on instructor contact: "Any portion of a course conducted through distance education includes **regular effective contact** between instructor and students, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities." (5 CCR § 55204)

iNACOL's National Standards for Quality Online Teaching (version 2, October 2011) repeatedly emphasize the importance of instructor-student interaction: Standard B cites instructor use of "**varied communication tools in supporting interaction**" as an essential component of supporting student learning and engagement online; Standard C promotes "**active learning, application, interaction, participation, and collaboration in the online environment**," with the instructor playing a leading, welcoming, engaging, and facilitating role; and Standard D emphasizes the need for instructors to provide "**timely, constructive, personalized feedback to students**" in order to set clear expectations and promote student success.

OEI Course Design Rubric: "**Interaction and Collaboration can take many forms**. … 'Interaction' denotes communication between and among learners and instructors, synchronously or asynchronously. 'Collaboration' is a subset of interaction and refers specifically to those activities in which groups are working interdependently toward a shared result." (Part B)

@ONE Standards for Quality Online Teaching: "The instructor knows and understands the value of **active learning, participation, and collaboration** within the online classroom, and applies this knowledge to the design of his/her course. The instructor incorporates a **variety of tools** that support interaction and community; the instructor promotes active learning through collaborative activities; the instructor facilitates and monitors appropriate student-student interactions; the instructor fosters an environment that welcomes and engages each individual learner."

SMC's current Administrative Regulation 5420 (Section 2.a.) describes DE course-quality standards as being equivalent to "traditional classroom courses, including **regular, effective contact** with students." (Section 2.a.)

SMC's current Curriculum Committee Approval Process cites Title 5 and mandates student-content interaction, student-student interaction, and instructor-student interaction. Regarding the latter: "There should be **multiple, frequent, and on-going communication** exchanges between the instructor and each student via course communication and collaboration features such as discussion threads, blogs or chats,

comments on student work, and/or individual e-mail. The instructor should regularly **initiate communication** with the students, and **promptly respond** to communication initiated by the students to ensure effective participation and clarity of material and assignments. The instructor also **provides instructions and support as needed** for course navigation and information assistance, clarification about content, assignments, projects, quizzes, and exams. On an on-going basis, the instructor also provides **performance feedback, comments, recommendations, and suggestions**. The instructor informs the students of the expected frequency and times of any type of interaction with the students throughout the course."

SMC's Canvas Central: Link requires SMC login. See especially the Communications Strategies section of the Best Practices module.