

Santa Monica College
Distance Education Committee
Minutes of October 4, 2011

Members: Jamie Cavanaugh (chair), Julie Yarrish (vice chair), Dana DelGeorge, Wendi Demorst, Keith Graziadei, Dan Hurley, Peggy Kline, Erica Leblanc, Jenny Resnick

Interested parties: Kay Azuma, Teri Bernstein, Fariba Bolandhemat, Ellen Cutler*, Stephen Druker*, Janet Harclerode, Peggy Kravitz, Laura Manson*, Eve Mazzara, Christine Miller*, Waleed Nasr*, Eric Oifer, Wendy Parise, Judith Remmes*, Marilyn Simons*, Odemaris Valdivia, Sal Veas
*Present

The Santa Monica College Distance Education Committee was called to order by Jamie Cavanaugh at 12:50 p.m.

Approval of Minutes: A motion to approve the minutes of September 20, 2011 was made by Jenny Resnick, seconded by Keith Graziadei, and unanimously approved.

Chair's Report:

- Jamie reported on the change agents and focus areas discussed at the last Technology Planning Committee. Change agents;
 - Mobile (access)
 - Cloud (convergence)
 - Social (communication)
 - Distance learning/ Online Education (shift)Goals and objectives:
 - Increase classroom and staff productivity;
 - Increase accessibility to Educational resources;- TPC, ISC and DE Committee retreat to take place on a Friday in November.

Vice Chair's Report:

- Faculty training webinars will be held during the winter session. Ideas for topics should be sent to Julie by October 15.
- Online faculty may wish to post a notice for students that the best and fastest way to contact the Help Desk is via telephone especially for exams.

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- There is a 10 day statute of limitations on reporting plagiarism. Also, it is illegal to fail students for plagiarism.
- eCollege will support major browser releases with 30 days of release and will be dropping IE 7 and Sapphire 3.
- SMC will be initiating the use of an icon in the Schedule of Classes to indicate those on ground (eCompanion) classes that mandate the use of computers. This will be implemented beginning Spring 2012.

Ongoing Projects:

- After discussion the motion to approve the 2011-2012 D.E. Committee Goals as presented was moved by Keith Graziedei, seconded by Peggy Klein and unanimously approved. Those goals are:
 - Create and implement a Distance Education Faculty Certification program;
 - Define the college's current and future requirements for a Course Management System;
 - Plan for the future of Distance Education.
- The description/process and schedule to be finalized after additional discussion.
- Goal 1. D.E. Certification: Members Erica LeBlanc, Keith Gradiedei, Waleed Nasr and Ellen Cutler will investigate and report on how other community colleges are handling certification.

Committee Members Discussion/Reports:

- During discussion of the proposed goals of the Distance Education Committee, the committee was informed that
 - Professionals Ethics Committee will move forward on the issue of cheating in online classes;
 - Student Instructional Support Committee will be working on handling tutoring.
- The committee will discuss and define the product of each goal with the result being a "product" to present the Academic Senate for vetting.

Adjournment: The meeting was adjourned at 2:00 p.m.

Next Meeting: The next meeting of the Distance Education Committee will be at 12:45 p.m., Tuesday, October 18, 2011 in Library 275 (2nd floor, Conference Room).