

Santa Monica College
Distance Education Committee
Minutes of May 24, 2011

Members: Wendy Parise (chair), Julie Yarrish (vice chair), Dana Del George, Mona Martin, Jenny Resnick, Odemaris Valdivia

Members Absent: Al Desalles, Peggy Kravitz, Judith Remmes (sabbatical)

Interested parties: Teri Bernstein, Fariba Bolandhemat, Ellen Cutler*, Stephen Druker, Keith Graziadei, Dan Hurley*, Laura Manson, Eve Mazzarra*, Christine Miller*, Waleed Nasr, Melody Nightingale*, Eric Oifer, Marilyn Simons*, Sal Veas
*Present

The Santa Monica College Distance Education Committee was called to order by Wendy Parise at 12:55 p.m.

Approval of Minutes: A motion to approve the minutes of May 10, 2011 as amended was made by Mona Martin, seconded by Eve Mazzarra, and unanimously approved by the committee.

Vice Chair's Report:

- Julie reported that most summer sections are currently filled and closed although students are “dropping and shopping” and seats are available. Many of the fall sections are also filled and closed.
- Add codes will be distributed to faculty on the Thursday prior to the first day of class.

Ongoing Projects:

- Tutoring – The Tutoring Task Force is considering a one course tutoring pilot. The committee recommends that the pilot be a 2 online sections running simultaneously.
- Goals – Goals for next year were proposed and discussed included:
 - CMS Shopping: There are 2 years remaining on our eCollege contract and with a migration taking more than 24 months we will need to start shopping in fall 2011.
 - Re-start the exploration of outside vendors who will be available 24/7
 - Certification of faculty.
 - College pays for course and books.
 - Find grant money.

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- o Traffic School for cheaters
- o Create a document for Chairs defining necessary skills/attributes for successful online faculty.
- o Establish a pool of faculty observers for online classes.

Committee Members Discussion/Reports:

- Wendy was thanked and commended for her exemplary service and leadership over the past two years as Committee Chair.
- Geek Club – After brief discussion the consensus was to hold the next Geek Club early in the fall semester. The suggestion was made to create a Geek Club shell.
- The committee was taken on another virtual tour of the updated FAC 101. Refinements will continue to be made.

Adjournment: The meeting was adjourned at 2:05 p.m.

Next Meeting: The next meeting of the Distance Education Committee will be in Library 275 (2nd floor, Conference Room).

Distance Education Committee – Goals for 2010-2011

Submitted by Wendy Parise, DE chair

Goal	Status	Suggestions goals for next year
<p>1. Make recommendations to address student academic integrity (policy, recommendations to the college, use of technology).</p>	<p>This was discussed at several meetings. Met with Judith Penchansky and international students to help guide our discussion. AR 4441 was reviewed and revised.</p>	<p>Committee would like to continue with this goal to address academic integrity issues. The possibility of a “traffic school” model has been discussed and we would like to explore this further. Other ideas included creating a resource of activities instructors can implement into their classes to prevent, curb, or address plagiarism issues.</p>
<p>2. Make recommendations regarding college wide technology replacement plan</p>	<p>Committee was updated as Technology committee work proceeded and also gave input</p>	<p>Ongoing as campus wide technology plan continues to evolve</p>
<p>3. Continue to pursue the college-wide effort regarding tutoring (exploration of online tutoring)</p>	<p>Recommendation made to the tutoring task force</p>	<p>Explore in more depth how to address online student’ tutoring needs. Explore possibilities of outside sources for tutoring needs and other avenues and methods. Keep track of online tutoring pilot that is to be implemented next year. Give feedback. Report to tutoring committee.</p>
<p>4. Explore options to assist in DE faculty readiness. Integrate a more methodical way to prepare and assess new (and current) online faculty.</p>	<p>Began the discussions- began exploration of what other colleges are doing about this.</p>	<p>Need to make this a goal for next year.</p>

Distance Education Committee – Goals for 2010-2011

Submitted by Wendy Parise, DE chair

Goal	Status	Suggestions goals for next year
5. Continue to update FAC 101	FAC 101 was reorganized and revised	<p>Figure out how to keep website current and workable. Implement a subcommittee to act as FAC 101 webmasters</p> <p>Use Geek club presentations as a way to add new content</p> <p>Share this new, revised shell at chairs meeting and then encourage chairs to share with the rest of their department (or...other ideas on how to share this info)?</p>
6. Geek club (unofficial goal)	Spring semester – committee agreed that the end of the year is too hectic. Rescheduled for fall.	Host a Geek club about 1/3 the way through the semester. All agreed that fall is a time instructors may be more receptive and hungry for new ideas, ways to solve challenges they are facing, etc. Also more likely we would implement things we learn into our teaching that semester.
		<p>New goal: Review Course Management Systems in order to make informed plan (eCollege contract 24 months left as of June 30, 2011).</p>