

**Santa Monica College  
Distance Education Committee  
Minutes of March 8, 2011**

**Members:** Wendy Parise (chair), Julie Yarrish (vice chair), Al Desalles, Peggy Kravitz, Mona Martin, Mona Martin, Judith Remmes, Jenny Resnick, Odemaris Valdivia

**Interested parties:** Teri Bernstein, Fariba Bolandhemat, Ellen Cutler\*, Dana Del George\*, Stephen Druker\*, Keith Graziadei\*, Dan Hurley, Laura Manson, Christine Miller\*, Waleed Nasr\*, Eric Oifer, Marilyn Simons\*, Sal Veas  
\*Present

**Call to Order:** The Santa Monica College Distance Education Committee was called to order at 12:50 P.M. by Wendy Parise.

**Approval of Minutes:** A motion to approve the minutes of February 22, 2011 was made by Peggy Kravitz, seconded by Judith Remmes, and unanimously approved.

**Chair's Report:**

- ❖ The changes in language and questions regarding the Administrative Regulations (AR 4441) related to online education were sent forward. The wording was accepted but there was no response to the questions.
- ❖ Dana Del George will be a voting member of the committee during the time Judith is on sabbatical. Judith will attend committee meetings when possible.
- ❖ Steve Druker and Eve Mazzara volunteered to work with Wendy on the formatting of FAC 102.
- ❖ A copy of the first reading of the update to the language of the WASC Accrediting Commission of Community and Junior Colleges Policy on Distance Education was provided. Laura Manson is a member of the committee and any comments may be addressed to her.

**Vice Chair's Report:**

- ❖ Units related to student academic integrity, the DE committee project on faculty certification and the Ed Code have been added to FAC 101.

**Committee Members Discussion/Reports:**

- ❖ Ellen Cutler presented information on ADA requirements:
  - Videos used in on ground classes should be captioned;
  - Funds are available for captioning;
  - A good faith effort must be made to accommodate impaired students;
  - Once it is known that there is an impaired student in class they must be accommodated;
  - Accommodation vs. access was briefly discussed;
  - Set up dialog/discussion in FAC 101

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- ❖ During her sabbatical Judith will work on creating an approximately 10 minute interactive orientation video for first time online students. This mandated orientation would be independent of and in addition to any other orientation.

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

**Next Meeting:** The next meeting of the Distance Education Committee will be at 12:45 p.m., Tuesday, March 22 in Library 275 (2<sup>nd</sup> floor, Conference Room).