

**Santa Monica College
Distance Education Committee**

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

Tuesday, November 27, 2012 @ 12:45–2:00 PM, BUS 111

1. Call to order
2. Action Items
 - a. Approve Minutes of meeting, 11/13/12
3. Announcements
 - a. ISC/DE Joint Meeting, Thursday, Dec 6 @ 11:15 (Library 275)
4. Reports
 - a. Honor Council – Academic Integrity Summit—Gregory Brookins
 - b. Distance Education Update—Julie Yarrish
 - c. Technology Planning Committee Update—Sal Veas
5. Old Business
 - a. Distance Education Faculty Certification—Wendy Parise & Julie Yarrish
 - b. Corsair Connect, single sign-on Communication—Sal Veas
 - c. Senate Bylaws and Scope of Committee
 - d. AR 5420 Distance Education & AR 4321 (Tabled until Spring term)
 - e. Student Authentication (Tabled until Spring term)
6. New Business
 - a. DE Faculty peer evaluation rating rubric—Sal Veas
 - b. From the Committee
7. Adjournment

Next meeting:

Thursday, December 6 @ 11:15-12:30, LIB 275

Tuesday, February 19 @ 12:45P–2:00, BUS 111

Santa Monica College

Distance Education Committee Minutes of November 13, 2012

Members: Sal Veas (chair), Julie Yarrish (vice chair), Jamie Cavanaugh, Dana DelGeorge, Peggy Kline, Peggy Kravitz, Mona Martin, Jenny Resnick, Odemaris Valdivia

Member(s) Excused: Steve Myrow

Interested parties: Eve Adler*, Kay Azuma, Teri Bernstein, Fariba Bolandhemat, Ellen Cutler, Stephen Druker, Janet Harclerode, Dan Hurley*, Laura Manson, Eve Mazzara, Christine Miller*, Waleed Nasr, Eric Oifer, Wendy Parise*, Judith Remmes*, Marilyn Simons*

*Present

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

Approval of Minutes: A motion to approve the minutes of November 13, 2013 was made by Dana Del George, seconded by Peggy Kravitz and approved unanimously.

Chair's Report:

- Sal reported that Turn-It-In pilot may be extended and fees are under negotiation though most likely will increase. They are based on FTE rather than number of actual users. Paying for extending the pilot is TBD given the District's fiscal challenges. The latest user report showed that Sal's user activity in TII accounted for 50% of all District activity for this pilot to date.

Vice Chair's Report:

- Julie reported that eCollege expects to support Windows 8 by end of November.
- The committee was reminded that the passage of Prop. 30 do not mean the college will receive new funding but help to slow a more serious downward budgetary spiral.

Old Business:

- Corsair Connect & Learning Studio Single Sign-on: There is consensus that there is a need for better messaging and communication when student's log into Corsair Connect, the SMC portal is down and students are prevented from getting to their online and eCompanion pages. Julie and Sal will work on language for an error message and will bring it to the committee before this is sent forward to Jocelyn and Lee. There should also be notification to instructors.
- The committee will continue to work on researching ways and methods to authenticate online students.
- The discussion on how to best approach assessing online faculty readiness continues. Wendy & Julie will present some samples from other community college policies and procedures at the November 27 meeting.

New Business:

- AR 5420 is still being discussed and final version pending.
- There was discussion by the committee regarding techniques to discourage cheating. Ideas/methods will be presented to the committee.

Adjournment: The meeting was adjourned at

Next Meeting: The next meeting of the Distance Education Committee will be in Library 275 (2nd floor, Conference Room) at 12:45 p.m., Tuesday November 27, 2012.

SMC BOARD POLICY

ARTICLE 2200: PARTICIPATORY GOVERNANCE

BP 2250 District Planning and Advisory Council

The Board of Trustees establishes the District Planning and Advisory Council. The Board recognizes the Council as the body primarily responsible for making recommendations to the Superintendent/President on matters that are not otherwise the primary responsibility of the Academic Senate (BP 2210), Classified Staff (BP 2220), Associated Students (BP 2230) or the Management Association (BP 2240). Issues include, but are not limited to, District budget, facilities, human resources, instruction, student services and technology planning. Discussion of these issues by the Council will not supplant the collective bargaining process.

The District Planning and Advisory Council shall comprise representatives of the faculty (Academic Senate and Faculty Association), classified staff (CSEA Chapter 36), students (Associated Students) and management (Administration/Management Association), who shall mutually agree upon the numbers, privileges, and obligations of Council members. The District Planning and Advisory Council shall establish its own procedures in conformity with the law.

ARTICLE 2500: INFORMATION TECHNOLOGY

BP 2510 Information Technology Mission Statement

The Information Technology mission, in academic and instructional computing, administrative information systems, multimedia support, network services and telecommunications, shall be designed to support institutional goals and objectives as adopted by the Board of Trustees.

BP 2511 Information Management and Network Programming

The function of Information Management and network programming is to provide administration and all college departments with data and technology needs critical for their operation and function at the college.

BP 2512 Computer Use by Staff and Students

Employees and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. Administrative Regulation 2515 provides guidelines to students and staff for the appropriate use of information technologies.

SMC ADMINISTRATIVE REGULATION

ARTICLE 2200: PARTICIPATORY GOVERNANCE

AR 2250 District Planning and Advisory Council (DPAC)

<Relevant excerpt>

Planning Subcommittees

The Planning Subcommittees shall consider issues relevant to their respective areas and make recommendations to the District Planning and Advisory Council that are consistent with the college's mission, vision and goals. DPAC shall determine the scope and function, and provide direction for the Planning Subcommittees. Planning Subcommittees include, but are not limited to, the following:

- Budget Planning
- College Services Planning
- Facilities Planning
- Human Resources Planning
- Technology Planning

NOT IN Board Policy or Administrative Regulation or Senate By-laws

Duties of Technology Planning Subcommittee

Develop the annual Master Plan for Technology for submission to the District Planning and Advisory Council. Review technology planning issues respective to Budget, Human Resources, Facilities, Student Services, and Instruction. Focus on technology integration and communication with other college planning areas. Recommend campus-wide technology solutions and provide ongoing support for the maintenance of the Master Plan for Technology.

ARTICLE 2500: INFORMATION TECHNOLOGY

2513 Computer Hardware and Software; 2514 Telecommunications; 2515 Computer and Network Use

ARTICLE 4400: STUDENT CONDUCT, ACTIVITIES AND PROGRAMS

4435 Responsible Use of Computer Resources

Academic Senate By-Laws

Joint Standing Committees

Distance Education Committee

(Revised March 14, 2006; 47-0)

Membership: Faculty and Administrators.

Structure/Scope:

The Committee makes recommendations to the Senate regarding policies and plans for all aspects of distance education, and collaborates with all campus departments to support distance education students, faculty and administrators. In addition, the Committee evaluates and shares information in collaboration with all college constituencies. The Committee also advocates for the present and future needs of distance education.

Functions:

- A. Provides a forum for dealing with evolving issues in distance education and disseminates information about these issues to the campus community.
- B. Makes recommendations to the Academic Senate for the development of administrative regulations and Board of Trustees' policies regarding distance education and other online delivery of instructional material.
- C. Defines procedures to implement existing SMC policies in the virtual environment.
- D. Supports faculty in development and delivery of their online courses by advocating for needed support from the administration and from the distance education provider(s), and by providing a forum where technical issues can be addressed.
- E. Maintains currency with distance education services, products, technologies, standards, techniques, etc.
- F. Makes recommendations and provides information to other faculty leaders regarding distance education matters (forming a subcommittee if needed).
- G. Defines criteria for evaluating platforms.
- H. Recruits participation of faculty and others to serve as interested parties on the committee.

Information Services Committee

(Revised March 14, 2006; 47-0)

Membership: Faculty and Administrators

Structure/Scope:

The Committee examines policies and plans for academic information technology, and considers other matters as deemed appropriate by the Senate.

Functions:

- A. Advises the academic community on information technology.
- B. Receives and prioritizes academic departmental technology requests and forwards its recommendations to the Technology Planning Subcommittee of the District Planning and Advisory Council.
- C. Makes recommendations to the Senate for the development of administrative regulations regarding information technology for academic programs.
- D. Makes recommendations to the Senate regarding changes to relevant Board of Trustees' policies.