

**Santa Monica College
Distance Education Committee**

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

Tuesday, May 14, 2013 @ 12:45–2:00 PM, BUS 111

1. Call to order
2. Action Items
 - a. Approve Minutes of meeting, 04/30/13, 04/16/13
3. Announcements
4. Reports
 - a. Distance Education Update—Julie Yarrish
5. Old Business
 - a. Senate Bylaws and Scope of DE Committee
 - b. Distance Education Faculty Certification—Windy Parise & Julie Yarrish
 - c. Institutional Research Survey—(May 28)
6. New Business
 - a. Accessible Instructional Resources—(May 28)
 - b. From the Committee
7. Adjournment

Next meeting:

Tuesday, May 28 @ 12:45P–2:00, BUS 111

**Santa Monica College
Distance Education Committee
Minutes of April 30, 2013**

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

Member(s) Excused: Jamie Cavanaugh, Mona Martin, 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 12:55 p.m.

Approval of Minutes: A motion to approve the minutes of April 16, 2013 was made by Jenny Resnick, seconded by Peggy Klein and unanimously approved.

Chair's Report:

- Sal reported that he is currently enrolled in a Coursera MOOC class (University of Penn/Wharton School of Business) which has 50,000 student enrollments. He will inform the Committee of his experiences.
- MOOC content can be "repurposed". How it works and what that repurposed content may be comprised of will be explored and the committee informed of the findings.
- The committee is on the "right track" regarding efforts made toward certification of online faculty given the recent statewide Academic Senate resolution (19.06 S13) which passed in April.
- on certifying faculty to teach DE courses.

Vice Chair's Report:

- The integration of Turn-It-In is still scheduled for the summer 2013 session.

Ongoing Projects:

- The Distance Education Committee proposed recommendations to the Academic Senate were discussed and changes to the language of the latest draft were agreed upon. Sal will present the document to the Senate.
- Wendy Parise and Julie Yarrish will update the committee at the next meeting (May 9th) on the faculty certification document.

Adjournment: The meeting was adjourned at 1:45 p.m.

Next Meeting: The next meeting of the Distance Education Committee will be a joint DE/ISC meeting to be held in Library 193 at 11:15 a.m., Thursday, May 9.

**Santa Monica College
Distance Education Committee
Minutes of April 16, 2013**

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

Guest(s): Hannah Lawler, TLC Focus Group

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 at 12:51 p.m.

Approval of Minutes: A motion to approve the minutes of April 2, 2013 was made by Dana DelGeorge, seconded by Peggy Klein, and unanimously approved.

Chair's Report:

- The online and hybrid faculty were informed via email that Turn-It-In should be fully implemented over the summer session (eCompanion). There has been a very good response from those who have used the tool.
- Due to other demands/commitments beginning this fall the Distance Education Committee meeting day and time has been changed to 11:15 a.m. of the second and fourth Thursday of each month.

Vice Chair's Report:

- While there was a good initial response to the Gradebook and Dropbox webinar attendance was disappointing.

Ongoing Projects:

- There was discussion of faculty certification and the "Online Course Best Practices Checklist" used by Palomar College. The consensus was that with modifications to reflect SMC needs the document could be used as a foundation to build our own checklist. Wendy and Julie volunteered to do a first draft which will be presented to the committee at the May 14 meeting.

New Business:

- Hannah Lawler, TLC Focus Group, met with the committee to gather feedback on Distance Education needs/wants from the TLC. What are problems that might be addressed? Among the many points raised were:
 - Time management/priorities for both faculty and students
 - Help with tools to combat cheating
 - Student understanding of what is plagiarism
 - Training on various methods of assessment
 - Raising faculty awareness of the materials available to students
 - How to engage students, comply with ADA, use new and rapidly changing information, enforce group work by students
 - Identify effective techniques of teacher/student and student/student contact
 - Lack of student technical skills

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) at 12:45 p.m., Tuesday, April 30.

Distance Education Committee

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 constituencies to support distance education students, faculty, staff, and administrators.

Functions:

- A. Provides a forum for dealing with evolving issues in distance and digital education and disseminates information about these issues to the campus community.
- B. Makes recommendations to the Academic Senate regarding distance education and other online delivery of instructional material, including the development of administrative regulations and Board of Trustees' policies, learning management systems, and other related digital education products and services.
- C. Supports faculty in development and delivery of their online courses by establishing and maintaining best practices for online course delivery and recommends skills for teaching online.