

Santa Monica College
Distance Education Committee
Minutes of November 15, 2016

Voting Members: Pete Morris (chair), Julie Yarrish (vice-chair), Lourdes Arevalo, Fabienne Chauderlot*, Dana DelGeorge, Regina Ip*, Shawn Jordison*, Peggy Kravitz, Jenny Resnick
*Excused

Also in attendance: Sheila Cordova, Christine Miller, Gary Ortega, Wendy Parise, Tamara Whitaker

The Santa Monica College Distance Education Committee was called to order by Pete Morris at 12:48p.m.

Public Comments: None

Announcements: None

Action Item:

Approval of the minutes from meeting of November 1, 2016. Moved by Jenny Resnick, seconded by Peggy Kravitz. Approved unanimously (5-0).

Vice Chairs Report

To follow-up on previous meeting discussion on the possibility of surveying students on their user experience of Smarthinking, the OIR was able to add several ST questions to the existing Canvas survey which was created by the DE committee last spring and has been in use (deployed) each term since. The merging of the two items into a combined survey (Canvas and tutoring) will hopefully offset survey fatigue and garner more responses from students. The fall results should be available by the spring term for the committee's review and discussion.

To follow-up on the previous meeting discussion on the need for purchasing a proctoring product for online assessments, Jenny Resnick identified **at least two** transfer institutions (Chico & Fullerton) who have a proctoring policy for online assessments for Accounting 1 & 2. So the committee can determine need and start to discuss a course threshold for possible implementation, Jenny will confirm with Sal the names of the institutions that hold this policy, the number of students who transfer to these institutions into accounting programs and how many students have been affected by this practice over the past several years. She will report back to the committee at the December 6 meeting.

Chair's Report

Review of previous Canvas Student Survey Results (Spring Cohort – Pilot). Small sample size but very favorable overall. Some interesting anecdotal observations based on responses to open-ended questions:

- Review of the student surveys indicated there may be a need to help faculty guide their students on what the course architecture will look like (i.e., how to navigate through the course.) Should this info be added to Canvas Central?
- There was discussion on how to best encourage more faculty to support faculty-to-student and student-to-student interaction based on some student comments.
- While some students reported some disorientation of the new platform, many commented they understood this was due to the newness of the CMS.

New Business

- The ISC has inquired about the DE committee meeting with them during the winter term as a merged meeting using a “retreat” format. Tentative date set for January 27. Pete to report back to Jinan to see if a retreat would be of benefit to both groups and if there are shared agenda items in order to insure a cross-committee meeting would be an effective use of everyone's time.
- The PDC has reached out to the DE committee to see if we are interested in participating in their spring event. The committee suggested the focus be on Canvas perhaps covering best practices and a Canvas tools tour. Pete will report back to the committee on these presentation suggestions.

Final 2016 DEC meeting items (December 6):

- Discuss how the committee can encourage faculty support to encourage students to use Smarthinking.
- Follow-up on Accounting 1 & 2 transfer and need for proctoring services.
- Mini-geek club/show & tell.

Goals & Priorities for New Year 2016-2017

- Carry over five goals from previous year's cycle (facilitate Canvas transition, tutoring, faculty readiness, best practices & regular effective contact and curriculum process for DE classes).

Other suggested goals:

- SI pilot for online classes
- SISC committee goals and DE committee convergence
- Proctoring?
- Re-evaluate tutoring needs and vendors (student survey)?

Ongoing Items

- Ombuds office stressed the importance of faculty showing some flexibility toward students during this transition period to Canvas and asked the committee to submit some verbiage/recommendation to the online faculty.
- Examine the UCLA online faculty certification process. 2-week class is mandatory for all online teaching assignments and includes a \$250 stipends for faculty who complete this course.

Adjournment: The meeting was adjourned at 2:09 p.m.

Next Meeting: The next meeting of the Distance Education committee will be Tuesday, December 6 from 12:45 - 2:00 p.m. Location: Media Center Conference Room (M 110).

Please remember that there is no food or drink allowed in the conference room

Voting Members	Minutes of 11-1-16
Lourdes Arevalo	Yes
Fabienne Chauderlot	Excused
Dana Del George	Absent
Regina Ip	Excused
Shawn Jordison	Excused
Peggy Kravitz	Yes
Pete Morris	Yes
Jenny Resnick	Yes
Julie Yarrish	Yes