

**Santa Monica College  
Distance Education Committee**

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

**Tuesday, November 13, 2012 @ 12:45–2:00 PM, BUS 111**

1. Call to order
2. Action Items
  - a. Approve Minutes of meeting, 10/16/12
3. Announcements
4. Reports
  - a. Distance Education Update—Julie Yarrish
  - b. Technology Planning Committee Update—Sal Veas
  - c. Teaching and Learning Center
5. Old Business
  - a. Corsair Connect: Learning Studio Single Sign-on Issues
  - b. Student Authentication
  - c. Senate Bylaws and Scope of Committee
  - d. Adopt a technology plan that guides the district in meeting its technology needs. (Senate Objective Continued)
  - e. Distance Education Faculty Certification (Tabled until November 13 meeting)
6. New Business
  - a. AR 5420 Distance Education & AR 4321
  - b. From the Committee
7. Adjournment

**Next meeting:**

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

## Santa Monica College

### Distance Education Committee Minutes of October 16, 2012

**Members:** Sal Veas (chair), Julie Yarrish (vice chair), Dana Del George, Peggy Kline, Peggy Kravitz, Mona Martin, Steve Myrow Jenny Resnick, Odemaris Valdivia,

**Excused:** Jamie Cavanaugh

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

\*Present

The Santa Monica College Distance Education Committee was called to order by Sal Veas at 12:47PM

**Approval of Minutes:** A motion to approve the minutes of October 2, 2012 was made by Odemaris Valdivia seconded Jenny Resnick and unanimously approved.

**Vice Chair's Report:** Report waived in the interest of the ambitious agenda.

#### **Chairs Report:**

- Sal will meet with Greg Brookins to discuss the DE component for the spring 2013 retreat and will invite Greg to an upcoming DE committee meeting. A brief discussion of DE concerns were:
  - Options for relying less on publisher test-banks to curb cheating.
  - Explore proctoring centers.
  - Stronger ties with campus Disciplinarian to support specific needs of DE faculty & students

#### **Committee Members Discussion/Reports:**

- Peggy Kravitz updated the committee on the annual cyber-counselor report. There are now six designated cyber-counselors serving online students who access this resource via Corsair Connect.
- Turn-It-In Pilot: Sal reported that Jason Beardsley's initial faculty pool of 85 volunteers now consists of 35 faculty who are using the product. It was reported by a DE committee member that various disciplines are represented in this pilot. Another member mentioned opting out on participating since TII is not integrated with eCollege making using it cumbersome for faculty and students.

#### **Ongoing Business:**

- Faculty Certification update to be provided by Wendy & Julie: TBD/November 13 or 27.

#### **New Business:**

- Committee discussed the pending new guidelines for attendance policies and how they impact DE vs. traditional campus-held classes (AR 4320).
- Concerns voiced were focused around challenges with shorter-term classes as well as how these policies and deadlines impact the District's Financial Aid office and disbursements of funds to students.

**Adjournment:** The meeting was adjourned at 2:02PM

**Next Meeting:** The next meeting of the Distance Education Committee will be in Business 111 at 12:45 PM, Tuesday October 30<sup>th</sup>.

## **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.

## **ARTICLE 5400: ALTERNATIVE CLASS ACTIVITIES AND DELIVERY PROCESSES**

### **AR 5420 Distance Education**

The Santa Monica College Distance Education Program offers students an opportunity to achieve their educational goals in an effective, non-traditional, technologically mediated learning environment.

#### 1. Definitions and Application

- a. Distance education means instruction in which the instructor and student are separated by distance. Online courses are the predominant means of distance education delivery. Students need not come to campus for course work.
- b. Online Hybrid Courses deliver the required number of instructional hours divided between online coursework and mandated on-ground instructional activities. Students need to come to campus and attend the on-ground portion of the course.
- c. All distance education is subject to the general requirements of Board Policy 5420, Board Policy 2410, Administrative Regulation 2512 and this administrative regulation.

#### 2. Course Quality Standards

- a. The same standards of course quality shall be applied to distance education as are applied to traditional classroom courses, including regular, effective contact with students.
- b. Determinations and judgments about the quality of distance education shall be made in accordance with Board Policy, Article 5200 (“Academic Freedom and Responsibilities”), and Administrative Regulations, Articles 5100 (“Curriculum”), 5200 (“Academic Freedom and Responsibilities”), and 5300 (“Academic Standards”), inclusive.

#### 3. Course Approval

Departments may submit proposals of new distance education classes by following Administrative Regulations 5111 and 5112.

#### 4. District Responsibilities

- a. The District shall ensure that all Distance Education courses shall be conducted in accordance with Title 5 Regulations and Chancellor’s Office Distance Education Guidelines.
- b. Distance Education instructional materials and delivery systems will comply with California Community College accessibility standards, as well as laws pertaining to students with disabilities. [California Government code § 11135(d); Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) and its implementing regulations set forth at Title 36 CFR Part 1194; Americans with Disabilities Act (42 U.S.C. § 12100 et seq.); Section 504 of the Rehabilitation Act of 1973.]
- c. The District shall maintain records and report data as required by local, state and federal governing boards.
- d. The District shall provide training opportunities and/or guidance to faculty interested in teaching an online course.
- e. The District shall provide student support services for distance education students that are comparable to the services provided to students taking on-ground classes.

Approved: 6/8/07

## AR 4321

### 1. On Ground Courses

Attending a class regularly and on-time is considered necessary for normal progress in a class. Therefore, a student must attend all sessions of the class the first week and attend class regularly and on time throughout the term according to the requirements listed on the instructor's syllabus. Otherwise he/she may be dropped by the instructor as stated in AR 4321 or as stated on the instructor's syllabus.

Faculty will determine the consequences of absences and late arrivals.

### 2. On-Line & Hybrid Courses

Regular participation is considered necessary for normal progress in an on-line or hybrid class. Therefore, a student taking an on-line or hybrid course must log-in and participate in the class the first week, and regularly participate throughout the term according to the requirements listed on the instructor's syllabus. Otherwise he/she may be dropped by the instructor as stated in AR 4321 or as stated on the instructor's syllabus.

Faculty will define regular participation in the syllabus for an on-line or hybrid course and will determine the consequences of a lack of participation.

## DE RECOMMENDATION

### 2. On-Line & Hybrid Courses

~~Regular~~ Substantive participation is considered necessary for normal progress in an on-line or hybrid class. Therefore, a student taking an on-line or hybrid course must ~~log-in and~~ participate in the class the first week, and regularly participate throughout the term according to the requirements listed on the instructor's syllabus. Otherwise ~~he/she~~ the student may be dropped by the instructor as stated in AR 4321 or as stated on the instructor's syllabus.

Faculty will define ~~regular~~ substantive participation in the syllabus for an on-line or hybrid course and will determine the consequences of a lack of participation.