

Santa Monica College

Distance Education Committee Minutes of May 28, 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

Interested parties: Eve Adler, Kay Azuma, Teri Bernstein, *Fariba Bolandhemat, * Ellen Cutler, Stephen Druker, Janet Harclerode, Dan Hurley, 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 12:45 p.m.

Approval of Minutes: A motion to approve the minutes of May 14, 2013 was made by Jenny Resnick, seconded by Mona Martin and unanimously approved subject to requested corrections.

Chair's Report:

- Bylaws approval: The Academic Senate has again suggested a change to the verbiage and the committee has unanimously approved that change.
- Mitra Moassessi raised no opposition to certification and training or certification for online faculty.
- The committee was reminded that beginning in fall the day and time of meetings will be changed.

Vice Chair's Report:

- The summer eCompanion shells are in place.
- Turn-It-In has been integrated in eCollege. It is now a campus-wide option (including eCompanion)
- The users are cautioned to dupe content forward before enabling TII.

Ongoing Projects:

- Best Practices Checklist:
 - Sal will continue to edit down an easily accessible reference document for faculty eyes only – this first pass for the Academic Senate's consideration..
 - A document that chairs can use for evaluation and/or resource.
 - There was discussion on the design and format of the checklist and it was agreed that it should be user friendly and useful.
 - The document should be published for public comment before final release.

Committee Members Discussion/Reports:

- Dana reported on published information that that stated that technology will be making it more difficult for students to cheat online than on ground.
- Jenny stated to some schools are using technology (cameras and microphones) for proctoring and recording students during exams.

New Business:

- Discussion of Accessible Instructional Resources as presented by Ellen Cutler has been carried over until the next meetin.

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

Next Meeting: The date, time and place of the next meeting of the Distance Education Committee will be announced.