

**Santa Monica College  
Distance Education Committee**

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

**Agenda**

**Thursday, February 26, 2015 @ 11:15–12:30 PM  
Senate Conference Room HSS 261**

1. Call to order
2. Action Items
  - a. Approve Minutes of meeting: 12/04
3. Announcements
4. Reports
  - a. Distance Education Update—Julie Yarrish
5. Old Business
  - a. Add codes for Distance Education (Spring 2015)
  - b. Best Practice Cheat Sheet (Spring 2015)
6. New Business
  - a. Spring Flex Day Session—Pete Morris
  - b. Pearson Learning Studio Update
  - c. OEI Update
  - d. Agenda Items for Spring Term from the Committee
  - e. “Proctoring” solutions and evaluations—Spring 2015
7. From the Committee
8. Adjournment

**Next meeting:**  
Thursday, March 12

**Santa Monica College**  
**Distance Education & ISC Joint Committee**  
**Minutes of December 4, 2014**

**Members:** Sal Veas\* (DE Chair), Julie Yarrish (DE Vice Chair), Jamie Cavanaugh (ISC Chair), Jocelyn Chong (ISC Vice Chair), Ellen Cutler, Jinan Darwiche, Dana DelGeorge, Al Desalles, Ebrahim Jahangard, Lee Johnston, Peggy Kravitz, Mona Martin, Walter Meyer, Steve Peterson, Saul Rubin\*, Odemaris Valdivia \*Excused

**Interested parties:** Tim Cramer, Steve Hunt, Kevin Graziadei\*, Peggy Kline\*, Laura Manson, Christine Miller\*, Pete Morris\*, Wendy Parise\*, Jenny Resnick\*, Diem Nguyen\*, Patti Nakao, Steve Sedky, Diane Gross, Fariba Bolandhemat\*, Chau Tran, Mark Foster\*  
 Judith Remmes \*Present

The Santa Monica College ISC & Distance Education Joint Committee was called to order by Jamie Cavanaugh at 11:22

**Approval of Minutes:** A motion to approve the DE committee minutes from 11/20 was moved by Mona Martin seconded by Wendy Parise and unanimously approved.

Announcements: None

**BYOD & Office 365 Update**

- Plan is still to deploy the windows-based software via virtual environment.
- There will be no need to be at a physical lab and not limited to one physical location
- SMC has license for Office 365 for students as of spring 2015. GAPPs is less suitable to District needs.
- Faculty currently piloting Office 365 which is called "1-Drive" (cloud name). All content is stored on cloud, not housed on Microsoft and not on SMC domain.
- Google vs. Office 365: Microsoft might be a more intuitive migration path as it has better accessibility while Google remains problematic, especially with accessibility.

**Chair's Report:**

- OEI – CCMS planned to be announced end of December. More details and tracking of updates can be found on the OEI website (info & links on FAC 101)
- ISC student survey: 704 students replied out of a pool of 32,000 who received the survey.
- ISC plans to do a follow-up survey. Time TBD.

**Ongoing Projects:**

**Tutoring**

- Mona presented the need to address this project soon. A quick way to try this would be to do a small, short controlled pilot via outsourcing of tutoring services to vendor for 24/7 support for online students then assess outcomes and evaluate need.
- Other discussions included having on-campus tutors or faculty take on this task. Logistics and union issues come into play with trying to do this service in-house.

**Adjournment:** The meeting was adjourned at 12:35 p.m.

**Next Meeting:** The next meeting a joint DE committee on Thursday February 26, 2015 11:15-12:30. Location: Media Center Conference room

Members	Minutes of 10/9/14
Dana Del George	Yes
Peggy Kravitz	Yes
Walter Meyer	Absent
Saul Rubin	Excused
Odemaris Valdivia	Absent
Sal Veas	Excused
Lee Johnston	Yes
Mona Martin	Yes
Julie Yarrish	Yes