

**Santa Monica College
Distance Education Committee**

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

Agenda

**Thursday, May 7, 2015 @ 11:15–12:30 PM
Senate Conference Room HSS 301**

1. Call to order
2. Action Items
 - a. Approve Minutes of meeting: 4/9 & 4/23
3. Announcements
4. Reports
5. Old Business
 - a. Tutoring Service Providers Presentations (Live Webinar)
 - i. NetTutor @ 11:20AM, <http://www.nettutor.com/>
 - ii. Smarthinking @ 12PM, <http://www.smarthinking.com>
 - b. Best Practice Cheat Sheet (Continue Discussion if there is time)
(If links do not work, visit DE website 2014-2015 OEI Docs.)
 - i. Standards for the Instructor
http://www.smc.edu/ACG/AcademicSenate/AScommittees/Documents/Distance_Education/DE_2014_2015/OEI/Standards_for_Quality_Online_Teaching.pdf
 - ii. Standards for the Course
http://www.smc.edu/ACG/AcademicSenate/AScommittees/Documents/Distance_Education/DE_2014_2015/OEI/course_design_rubricv2.pdf
6. New Business
 - a. Canvas Adoption Discussion (May 21)
7. From the Committee
8. Adjournment

Next meeting:

Thursday, May 21: HSS 261

Members	Minutes of 2/26/15
Dana Del George	Yes
Peggy Kravitz	Yes
Walter Meyer	Excused
Saul Rubin	Excused
Diane Gross	Yes
Sal Veas	Yes
Lee Johnston	Yes
Nick Mata	Absent
Julie Yarrish	Yes

Information Services Committee (ISC) and Distance Education (DE) Joint Meeting Minutes

Attendees: Simon Balm, Alan Buckley, Jamie Cavanaugh, Jocelyn Chong, Tim Cramer, Ellen Cutler, Dana DelGeorge, Al Desalles, Maria Erickson, Mark Foster, Keith Graziadei, Diane Gross, Steve Hunt, Ebrahim Jahangard, Peggy Kravitz, Steve Peterson, Nick Mata, Walter Meyer, Christine Miller, Pete Morris, Diem Nguyen, Jenny Resnick, Steven Sedkey, Sal Veas, Julie Yarrish

Meeting time: 4/23/2015, 11:15 AM to 12:30 PM

1. The ISC Committee will review the minutes of the 3/4/15 and 4/2/15 meeting at the next ISC meeting on April 30, 2015.
2. Jamie reminded the Committee that the next ISC Committee meeting will be on 4/30/2015 and the next DE meeting is 5/7/15.
3. Jocelyn briefly summarized the implementation status of technology objectives. Five year refresh plan and budget, implementation of Smart classrooms, update of network, security update, and student EdPlan were all completed.
4. Sal gave an update on OEI Conference and started the discussion on Canvas. The DE committee started looking at Canvas eighteen months ago. In two weeks, the DE committee is looking at an online tutoring system. Sal brought up the question: "how do we evaluate a LMS?" The intent of the law and the OEI is that the 122 Community Colleges would use the same platform. The Community Colleges picked Canvas which is ADA compliant. How long do we have? The eCollege contract is ending a year from June (June 2016). Pasadena City College migrated to Canvas over a summer. What is the process of migration? Currently, Canvas is in the process of finalizing support agreements and student admission integration.
5. There were several comments and questions brought up by members and guests. A guest to the meeting mentioned that the eCollege grade book is better than Canvas. The

question was brought up, “How many people are willing to switch?” Most hands were raised but an official vote was not taken. There was discussion that the educational process needs to take place first. Since eCollege is built on a very old platform, there was some discussion that eCollege may be a dead platform and what do we do if we stay on the platform? Another member asked “is possible to use two platforms at same time?” And “can we buy migration support thru Canvas?”

There was discussion that faculty need a longer migration period rather than shorter. Dual platforms could happen Fall 2016 or the College could create mirror (development) sites and flip a switch when ready.

Topics discussed:

Decision making and adoption steps
Communication and education plans to announcement the opportunity
Faculty training plans
Student Information integration
Content migration plans
Deployment model (develop => Pilot => production) and roll-out timeframe

6. More discussion needs to take place. Must find more details regarding the OEI timeline and discuss the timing of a possible migration in more detail.