

**Santa Monica College
Distance Education Committee**

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

Agenda

**Thursday, June 4, 2015 @ 11:15–12:30 PM
Senate Conference Room HSS 261**

1. Call to order
2. Action Items
 - a. Approve Minutes of meeting: 5/21
3. Announcements
4. Reports
 - a. Distance Education Update—Julie Yarrish
5. Old Business
 - a. Adoption of effective practices for online course delivery and skills for teaching online:
(If links do not work, visit DE website 2014-2015 OEI Docs.)
 - i. Standards for teaching online
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 (New Version)
http://www.smc.edu/ACG/AcademicSenate/AScommittees/Documents/Distance_Education/DE_2014_2015/OEI/OEI_Course_Design_Rubric_2015_0501.pdf
6. New Business
 - a. Canvas Adoption Motion:
In recognition and support of the selection of Canvas as the statewide Online Education Initiative's common course management system, the Distance Education Committee recommends the adoption of Canvas as Santa Monica College's course management system, and further recommends that the District begin the process of transitioning to Canvas with all interested parties, including by not limited to the Academic Senate and Faculty Association.
 - b. DE Committee 2015-2016 Update—Pete Morris
7. From the Committee
8. Adjournment

**Next meeting:
Fall 2015**

Santa Monica College
Distance Education Committee
Minutes of May 21, 2015

Members: Sal Veas (chair), Julie Yarrish (vice chair), Dana Del George*, Lee Johnston, Peggy Kravitz, Nick Mata, Walter Meyer, Saul Rubin, Diane Gross *Excused

Interested parties: Tim Cramer, Ellen Cutler*, Kevin Graziadei*, Peggy Kline*, Laura Manson, Christine Miller*, Pete Morris*, Wendy Parise*, Jenny Resnick*, Diem Nguyen*, Ebrahim Jahangard*, Patti Nakao*, Steve Sedky, Odemaris Valdivia*, Fariba Bolandhemat, Judith Remmes *Present

The Santa Monica College Distance Education Committee was called to order by Sal Veas at 11:18a.m.

Approval of Minutes: A motion to approve the minutes of 4/9, 4/23 (ISC/DE) and 5/7 by Peggy Kravitz, seconded by Sal and unanimously approved.

Announcements:

- Last meeting of the year is June 4. Sal will be outgoing chair. Pete Morris to move into chair slot as of fall.

Chair Reports:

- OEI course design workshop training was rigorous but a valuable experience. A total of four reviewers survey a class (for the Exchange) consisting of three general reviewers, an ADA expert reviewer and a master reviewer. Courses need a 70% approval score to be eligible to run through the Exchange.
- OEI rubric looks complicated but is manageable and it was suggested SMC adopt the model. A copy of the rubric was sent to Guido (chair of curriculum committee) for his review and comments.

Ongoing Projects:

- Online Tutoring for Online Students – Committee discussed the previous meetings vendor demonstrations (WebTutor and SmartThinking). Several faculty shared their experience having used SmartThinking at other institutions with a positive outcome. PCC is among a long list of SmartThinking clients. It was reported that Foothill/DeAnza, one of the OEI lead institutions, resigned with SmartThinking recently vs. using the OEI NetTutor.
- There was a general discussion about tutoring company interface and design.
- Original pilot design to run pilot with classes running weeks 1-8 & 9-16 (control group for first session) and same faculty. Fall classes which fall in this pattern would include many different disciplines and departments (Business, Econ, English, Philosophy, Political Science and Psychology. A total of 11 classes fall in this pattern.
- Other committee faculty requested to be included in pilot. This remains to be seen and is contingent upon budget, vendor and Board approval will be put into place in time to work with classes starting earlier than week 9.
- The post-pilot evaluation is yet to be determined. Timing and method of evaluations are to be an ongoing conversation. It was suggested focus groups or faculty could query their student directly in addition to the DE created survey for participants.

Old Business:

- Canvas Adoption Discussion & Considerations -
 What is the most effective way to message the community on this possible change?
 What are the timelines if all stakeholders reach consensus to move?
 How do faculty archive their content in preparation to leaving eCollege (and not having access to that CMS)?

Following the OEI “Steps to Take” on this discussion, Sal, Pete and Julie presented to the Academic Senate to share the OEI Canvas update.

Fall Flex day will include two sessions on the OEI and Canvas. Pat James has been invited to attend one of the sessions to speak on the state-wide changes and what other CCC’s are doing.

Adjournment: The meeting was adjourned at 12:32 p.m.

Next Meeting: The next meeting of the Distance Education committee will be Thursday June 4th 11:15-12:30.
 Location: Senate Conference Room HSS 261

Members	Minutes of 4/9, 4/23, 5/7
Dana Del George	Excused
Peggy Kravitz	Yes
Walter Meyer	Yes
Saul Rubin	Yes
Diane Gross	Yes
Sal Veas	Yes
Lee Johnston	Excused
Nick Mata	Yes
Julie Yarrish	Yes
