

**Santa Monica College
Distance Education Committee**

Minutes of September 6, 2016

Voting Members: Pete Morris (chair), Julie Yarrish (vice-chair), Fabienne Chauderlot*, Dana DelGeorge, Regina Ip*, Peggy Kravitz, Jenny Resnick
*absent

Also in attendance: Lourdes Arevalo, Laura Manson, Christine Miller, Diem Nguyen, Gary Ortega, Odemaris Valdivia, Tamara Whitaker

The Santa Monica College Distance Education Committee was called to order by Pete Morris at 12:50 p.m.

Public Comments: None

Announcements: Welcome back & introductions to returning & new attendees.

Action Item: Approval of minute's last meeting of 5/17 will be addressed at next meeting (9/20), after the committee's full roster of faculty voting members are formally approved by the Academic Senate.

Canvas Migration Update

- Dana Del George presented the new Canvas Central faculty resource website that was a spring/summer mentor project and how this will benefit faculty as the remainder of the District moves to Canvas.
- Best practices recommendations are included in Canvas Central including the importance of emailing students a welcome letter prior to class unlocking.
- Reported that Vice President Lorenz has suggested the DE committee consider taking some ownership on maintaining Canvas Central after the one-year faculty peer migration mentoring team is phased out end of December. To date there have been eight faculty peer mentors on this team.
- Canvas training data: SMC faculty peer mentors hosted two spring and three summer online classes on the OEl Creative Commons version of the "Teaching on Canvas" class. To date ~150 faculty, mostly online instructors, have enrolled in this class. The two fall sessions have filled (70 seats) and 40 requests for the free @One "Teaching on Canvas" class fall series have been distributed over the past five days.
- The faculty with Canvas winter assignments who elected to remain on eCollege through fall have been paired up with a mentor buddy to ensure the winter classes are ready.
- Approximately two-thirds of the Fall online faculty have moved to Canvas. All told, including eCompanion-only users, there are approximately 350 SMC faculty using the eCollege platform in Fall 2016 (online/hybrid/on-campus).

- A second batch course-shell migration batch was completed in June, focusing on heavy and moderate Spring 2016 eCompanion users. Less than 350 faculty met the moderate-user threshold. Of that number, 185 also are online/hybrid instructors.
- Ombuds office stressed the importance of faculty showing some flexibility toward students during this transition period to Canvas and asked the committee to submit some verbiage/recommendation to the online faculty.

Committee Goals and Priorities for 2016-2017

- Carry over five goals from previous year
 - support Canvas transition
 - expand, promote, evaluate online tutoring
 - professional development for faculty, in both technological and pedagogical terms, for online teaching
 - update/revise existing best practices (FAC101) as part of Canvas Central
 - regular effective contact policy and process
- Suggested additions
 - supplemental instruction pilot for online classes
 - coordinate DE committee's work with Student Instructional Support committee, especially in the area of tutoring
 - examine other college's processes and policies regarding online faculty certification (UCLA's mandatory 2-week class, which includes a \$250 stipend for faculty, was mentioned as one example).

The committee will review (and seek to adopt) its list of goals and priorities for the academic year at its next meeting.

Adjournment: The meeting was adjourned at 2:02 p.m.

Next Meeting: The next meeting of the Distance Education committee will be Tuesday, September 20 from 12:45 - 2:00 p.m. Location: Media Center Conference Room (M 110).

Please remember that there is no food or drink allowed in the conference room.