Santa Monica College
Distance Education Committee

Minutes of September 20, 2016

Voting members: Pete Morris (chair), Julie Yarrish (vice-chair), Lourdes Arevalo, Fabienne Chauderlot, Dana DelGeorge, Shawn Jordison, Regina Ip, Peggy Kravitz, Jenny Resnick

Also in attendance: Sheila Cordova, Christine Miller, Gary Ortega, Odemaris Valdivia, Tamara Whitaker

The Santa Monica College Distance Education Committee was called to order by Pete Morris at 12:48 p.m.

Public Comments: None

Announcements: Dana Del George reported that the Friday 9/16 on-campus Canvas basic training was very well attended and went well.

Action Items:

Approval of minutes for meeting on 17 May 2016. Moved by Peggy Kravitz, seconded by Jenny Resnick. Approved unanimously (6–0), with 3 abstentions.

Approval of minutes for meeting on 6 September 2016. Moved by Dana Del George, seconded by Peggy Kravitz. Approved unanimously (6–0), with 3 abstentions.

Chairs' Report:

Canvas Migration Update: Vice-Chair presented an update on the progress of the migration to date. Specific information highlighted:

- ~900 shells have been migrated from eCollege to Canvas including eCompanion classes. 352 SMC faculty were identified as meeting the minimum threshold for moderate use of eCompanion.
- 138 online/hybrid faculty have moved to Canvas as of Fall. Only 18 online faculty remain in eCollege. This group will be mentored individually or via small groups by the mentors to prepare for a winter launch.
- The current training focus has moved on to support faculty who use the CMS to supplement their on-campus classes.
- @ONE Canvas classes: SMC hosted 7 sessions since spring. Maximum number of total enrollments = 210. Of those 96 completed. Many faculty enrolled two or three times before completing, or in some cases, never competing. In addition, DE has received 50 fee-waiver requests, since the end of August, to cover the regular, statewide @ONE Canvas class.

- Vice-President Lorenz 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.
- 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.

Proposed Committee Standing Rules for 2016–17

Proposed Committee Standing Rules. Moved by Jenny Resnick, seconded by Peggy Kravitz. Approved unanimously (9–0), as recorded below without change from the agenda.

A. The committee shall consist of nine voting members: six faculty approved by the Academic Senate and three administrators.

B. Five or more of the committee's nine voting members shall constitute a quorum, including at least half of the members representing each of the joint committee's two core constituencies (i.e., 3 or more faculty, and 2 or more administrators).

C. All of the meetings are open to the public. Official committee actions, such as making and seconding motions, and voting on formal action items, are exclusive to official voting members. Otherwise, the committee chair's intention is to facilitate an open forum of discussion in which all individuals present are invited to actively take part.

DE Committee Goals & Priorities for 2016–17:

Proposed Committee Goals were reviewed and approved, with one addition (Goal #6 below) to the wording proposed on the agenda. In support of item 4.3., it was noted that UCLA online faculty go through a certification process, believed to be a mandatory 2-week class that includes a $250 stipend for faculty who complete the course. Moved by Jenny Resnick, seconded by Peggy Kravitz. Approved unanimously (9–0), as recorded below:

1. Facilitate/support Canvas transition
    1. Migration Team report to the full Senate
    2. Committee assumes management of Canvas Central with the expected dissolution of the Migration Team in 2017
    3. Promote continuing faculty peer mentoring after dissolution of the Migration Team
2. Refine and communicate policies on Regular Effective Contact

    1. Include in Best Practices a general overview of federal and state guidelines, as well as more specific collegial advice and guidance
    2. Coordinate with Curriculum Committee to update forms and processes for approving courses for online delivery
    3. Work with other campus groups (e.g., Chairs, Professional Development, Center for Teaching Excellence) to further communicate guidelines and best practices on regular and effective contact
3. Promote and evaluate online tutoring services
    1. Further publicize the SmartThinking integration with Canvas
    2. Work with Institutional Research on another SmartThinking user survey
    3. Coordinate with Student Instructional Support committee
4. Support new and continuing professional development for online faculty, in both technological and pedagogical terms
    1. Further develop Best Practices section of Canvas Central
    2. Continue to highlight OEI's Professional Development Workgroup documents as statewide principles we share
    3. Examine other college's processes and policies regarding online faculty preparation and certification, presenting our findings to appropriate campus groups (e.g., Faculty Association) for their consideration
5. Investigate existing and potential options for online Supplemental Instruction
6. Investigate online proctoring services

Continuing Discussion of Regular and Effective Contact Policy:

Continuing a discussion carried over from Spring 2016, the committee unanimously approved (9–0) the following motion from the Chair (Morris), intended to summarize the current thinking of the committee an establish a framework for further discussion.

> The committee endorses, and will work with its partners within the college's shared-governance structure to achieve, a three-pronged approach toward ensuring practices of regular and effective contact between faculty and students in SMC's distance-education program, consistent with statewide guidelines and generally accepted best practices, at both the course and section/instructor-specific levels:

1. Review the committee's own Best Practices guidelines regarding regular and effective contact between online faculty and students, incorporating any suggested revisions into the new Canvas Central forum.

2. Review the Distance Education forms used in the curriculum-approval process, forwarding any suggested revisions to the Curriculum Committee for adoption.

3. Work with other college groups—Department Chairs, the Professional Development Committee, and the Center for Teaching Excellence—to continually develop and promote practices of regular and effective contact across all sections of SMC's distance-education course offerings.

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

Next Meeting: The next meeting of the Distance Education committee will be Tuesday, October 4 from12:45 - 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

Voting Members	5/17 minutes	9/6 minutes	Standing Rules	Goals & Priorities	Motion on Regular/Effective Contact
Lourdes Arevalo	Abstain	Yes	Yes	Yes	Yes
Fabienne Chauderlot	Yes	Abstain	Yes	Yes	Yes
Dana Del George	Yes	Yes	Yes	Yes	Yes
Regina Ip	Abstain	Abstain	Yes	Yes	Yes
Shawn Jordison	Yes	Abstain	Yes	Yes	Yes
Peggy Kravitz	Yes	Yes	Yes	Yes	Yes
Pete Morris	Yes	Yes	Yes	Yes	Yes
Jenny Resnick	Yes	Yes	Yes	Yes	Yes
Julie Yarrish	Abstain	Yes	Yes	Yes	Yes