

**Santa Monica College
Distance Education Committee**

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

Tuesday, March 19, 2013 @ 12:45–2:00 PM, BUS 111

1. Call to order
2. Action Items
 - a. Approve Minutes of meeting, 03/05/13
3. Announcements
4. Reports
 - a. Distance Education Update—Julie Yarrish
5. Old Business
 - a. Senate Bylaws and Scope of DE Committee
 - b. Distance Education Faculty Certification
 - c. AR 5420 Distance Education & AR 4321
 - d. Student Authentication
 - e. DE Faculty peer evaluation rating rubric
6. New Business
 - a. Institutional Research—Ani Aharonian
 - b. Distance Education Threats & Opportunities
 - c. From the Committee
7. Adjournment

Next meeting:

Tuesday, April 2 @ 12:45P–2:00, BUS 111

Santa Monica College

Distance Education Committee Minutes of March 5, 2013

Members: Sal Veas (chair), Julie Yarrish (vice chair), Jamie Cavanaugh, Dana DelGeorge, Peggy Kline, Peggy Kravitz, Mona Martin, Jenny Resnick, Odemaris Valdivia

Member(s) Excused: Peggy Kravitz, Odemaris Valdivia

Guests (ISC): Simon Balm, Jocelyn Chong, Steve Hunt

Guests Excused: Jinan Darwiche, Walter Meyer

Interested parties: Eve Adler, Kay Azuma, Teri Bernstein, Fariba Bolandhemat, Ellen Cutler, Stephen Druker, Janet Harclerode, Dan Hurley, Laura Manson*, Eve Mazzara, Christine Miller*, Waleed Nasr, Eric Oifer, Wendy Parise*, Judith Remmes*, Marilyn Simons*

*Present

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

Approval of Minutes: A motion to approve the minutes of February 19, 2013 was made by Jenny Resnick, and seconded by Dana DelGeorge

Chair's Report:

- Sal reported that at the next (March 19) D.E. Committee meeting will include guests from the Institutional Research Department to discuss a DE student survey.
- Lee Johnston will present at the April 16 meeting.

Vice Chair's Report:

- Julie reported that eCollege is in the process of setting up various webinars. Invitations to these webinars will be sent out in several weeks.
- There is currently a list of eCollege tool and product upgrades posted in FAC 101.
- A Statement of Work for Turn-It-In is in the process of being signed. A pilot program will begin with the second 8-week session with full campus-wide launch summer 2013.

Ongoing Projects:

- Jamie reported that the bylaws of all committee are being revised to reflect what's going on now. The ISC will complete their updated bylaws and share them with the D.E. Committee. Should we consider having the D.E. bylaws indicate a relationship with the ISC and, if so, how specific should the language be? A discussion of pedagogy versus technology ensued. It was expressed that the bylaws might be more explicit.
- Among items discussed:
 - More collaboration in the setting of goals
 - More detailed definition of "substantive participation" and what it means.

Committee Members Discussion/Reports:

- Dana reported that the English Department did an eCompanion presentation at their Department Meeting and that it was very well received. They will do a follow up session at a future meeting and also present on Turn-It-In.
- The question of disparity in technology across campus was raised. Jocelyn Chong stated that she is committed to being more pro-active in the upgrading of browsers and plug-ins.
- There was discussion by the committee relating to how best to support DE faculty with their readiness criteria as well as possible funding sources including the TLC.

Adjournment: The meeting was adjourned at 2:10 p.m.

Next Meeting: The next meeting of the Distance Education Committee will be in Business 111 at 12:45 p.m., Tuesday, March 19.