

**Santa Monica College
Distance Education Committee
Minutes of April 16, 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: Steve Myrow

Guest(s): Hannah Lawler, TLC Focus Group

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 at 12:51 p.m.

Approval of Minutes: A motion to approve the minutes of April 2, 2013 was made by Dana DelGeorge, seconded by Peggy Klein, and unanimously approved.

Chair's Report:

- The online and hybrid faculty were informed via email that Turn-It-In should be fully implemented over the summer session (eCompanion). There has been a very good response from those who have used the tool.
- Due to other demands/commitments beginning this fall the Distance Education Committee meeting day and time has been changed to 11:15 a.m. of the second and fourth Thursday of each month.

Vice Chair's Report:

- While there was a good initial response to the Gradebook and Dropbox webinar attendance was disappointing.

Ongoing Projects:

- There was discussion of faculty certification and the "Online Course Best Practices Checklist" used by Palomar College. The consensus was that with modifications to reflect SMC needs the document could be used as a foundation to build our own checklist. Wendy and Julie volunteered to do a first draft which will be presented to the committee at the May 14 meeting.

New Business:

- Hannah Lawler, TLC Focus Group, met with the committee to gather feedback on Distance Education needs/wants from the TLC. What are problems that might be addressed? Among the many points raised were:
 - Time management/priorities for both faculty and students
 - Help with tools to combat cheating
 - Student understanding of what is plagiarism
 - Training on various methods of assessment
 - Raising faculty awareness of the materials available to students
 - How to engage students, comply with ADA, use new and rapidly changing information, enforce group work by students
 - Identify effective techniques of teacher/student and student/student contact
 - Lack of student technical skills

Adjournment: The meeting was adjourned at 2:05 p.m.

Next Meeting: The next meeting of the Distance Education Committee will be in Library 275 (2nd floor, Conference Room) at 12:45 p.m., Tuesday, April 30.