Santa Monica College

Distance Education Committee
Minutes of April 3, 2012

Members Present: Jamie Cavanaugh (chair), Julie Yarrish (vice chair), Dana DelGeorge, Keith Graziadei, Dan Hurley, Peggy Kline, Erica Leblanc, and Jenny Resnick

Members Absent: Wendi Demorst, Christine Miller, Marilyn Simons

Interested parties: Kay Azuma, Willis Barton Teri Bernstein, Fariba Bolandhemat, Ellen Cutler*, Stephen Druker, Janet Harclerode, Peggy Kravitz*, Laura Manson, Eve Mazzara, Christine Miller, Waleed Nasr, Eric Oifer, Wendy Parise*, Judith Remmes*, Marilyn Simons, Odemaris Valdivia*, Sal Veas
*Present

The Santa Monica College Distance Education Committee was called to order by Jamie Cavanaugh at 12:55 p.m.

Approval of Minutes: A motion to approve the March 20th meeting minutes was made by Peggy Kravitz, seconded by Keith Graziadei and passed unanimously.

Chair's Report:
- Teri Bernstein presented at the 4/3 Academic Senate meeting. This discussion focused on plagiarism videos being approved & purchased for campus use.

Vice Chair's Report:
- Reminder that Hannah Alford from the Office of Institutional Researched requested to meet with the DE Committee and she is scheduled to attend the next meeting (April 17).

Committee Members Discussion:
- DE Student substantive participation document: Discussion continued about how to craft a short but comprehensive list of expectations to message student's at various points of entry. It was suggested that a pop-up window be added upon enrollment. Message could also be added to enrollment email letter. Faculty could be sent a document which they could use as inspiration for their syllabus specific to student engagement and active participation advisories.
- A daft of various suggestions will be created and submitted to the committee (compiled by Erica & Julie) for further discussion and editing at the next available meeting.

New Business:
- Jamie opened the discussion of faculty certification.
- Group discussions included making certification optional or mandated. Union is open to this discussion per Judith Remmes.
- What formatting or delivery system does the committee want to employ for this training (online, in person) and which audiences (online/hybrid and/or eCompanion faculty)
- Concerns and options about funding this venture continue to be a discussion item – flex eligible?
- Ellen cautioned the importance of faculty being educated in creating accessible content. Example for this spring, DSC is trying to caption 269 videos this semester for an online student in a course that was not prepared for this accommodation.

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 17.
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