

**Santa Monica College  
Distance Education Committee**

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

**Agenda**

**Thursday, December 5, 2013 @ 11:15–12:30 PM  
Senate Conference Room HSS 261**

1. Call to order
2. Action Items
  - a. Approve Minutes of meeting, 10/31/2013
  - b. Approve Minutes of meeting, 11/14/2013
3. Announcements
4. Reports
  - a. Technology Planning Committee—Sal Veas
  - b. Distance Education Update—Julie Yarrish
  - c. CCC CMS Project—Julie Yarrish
5. Old Business
  - a. Course Management System: Pearson Contract Renewal—Julie Yarrish
    - i. Canvas Visit: Recap
  - b. Instructional Materials Requirements (Spring 2013)
  - c. Accessible Instructional Resources—(Spring 2013)
  - d. Distance Education Faculty Certification—(Spring 2013)
  - e. Institutional Research Survey Update—(Spring 2013)
6. New Business
  - a. Flex Day Spring 2013 proposals
  - b. From the Committee
7. Adjournment

**Next meeting:**  
Thursday, February 27

**Santa Monica College  
Distance Education Committee  
Minutes of October 31, 2013**

**Members:** Sal Veas (chair), Julie Yarrish (vice chair), Jamie Cavanaugh, Dana DelGeorge, Wendi DeMorst, Peggy Kravitz, Mona Martin, Walter Meyer, Judith Remmes, Saul Rubin, Odemaris Valdivia  
\*Excused Absence

**Interested parties:** Tim Cramer\*, Ellen Cutler, Keith Graziadei, Peggy Kline\*, Laura Manson, Christine Miller\*, Pete Morris\*, Wendy Parise\*, Jenny Resnick\*, Marilyn Simons\*, Diem Nguin\*  
\*Present

The Santa Monica College Distance Education Committee was called to order by Sal Veas at 11:17A.M.

**Approval of Minutes:** A motion to approve the minutes of October 3, 2013 was made by Mona Martin , seconded by Wendi DeMorst and unanimously approved.

**Chair's Report:**

- Sal is working on AR4321 and will present updates to the committee when they are available.

**Vice Chair's Report:**

- Julie reported that eCollege is releasing enhancements to the gradebook, an import/export tool, an attendance tool, and the option of facilitating rubrics. Roll-out to our campus will be staggered.

**Old Business:**

- CMS – Canvas visit: After brief discussion the decision was made that the November 14 meeting with the representatives of Canvas would take place in Business 263. Among the questions to be addressed; which publisher and textbooks integrate with their system; exams; Turn-It-In integration; gradebook functionality. Other topics should be forwarded to Sal and/or Julie by 11/6. The issue of the loss of "legacy" content brought on by to move to another platform was raised.
- Instructional Materials Requirements: During discussion it was determined that the Committee might opt to provide clear guidance to online faculty.
  - Provide information on what materials are used;
  - There was discussion on whether to create an AR;
  - Will a Best Practices document provide necessary information;
  - Should Instructional Materials Requirements come from the Curriculum Committee;
  - Mona Martin will be meeting with Georgia Lorenz and will report to the committee;
- Faculty Certification: It was reported that, with the exception of cost, certification of faculty for online teaching is not a union issue.

**Adjournment:** The meeting was adjourned at 12:35 p.m.

**Next Meeting:** The next meeting of the Distance Education Committee in Business 263 at 11:15 A.M., Thursday, November 14.

**Santa Monica College  
Distance Education Committee  
Minutes of Nov 14, 2013**

**Members:** Sal Veas\* (chair), Julie Yarrish\* (vice chair), Jamie Cavanaugh\*, Dana DelGeorge\*, Wendi DeMorst\*, Peggy Kravitz\*, Mona Martin\*, Walter Meyer, Judith Remmes\*, Saul Rubin\*, Odemaris Valdivia\*

**Interested parties:** Tim Cramer\*, Ellen Cutler\*, Keith Graziadei, Peggy Kline\*, Laura Manson, Christine Miller\*, Pete Morris\*, Wendy Parise\*, Jenny Resnick\*, Marilyn Simons\*

\*Present

\*\*\*Excused Absence

**Guests:** Willis Barton, Fariba Bolandhemat, Kristin Mihaylovich, Waleed Nasr, Teri Bernstein.

The Santa Monica College Distance Education Committee was called to order by Sal Veas at 11:15 p.m.

Due to the scheduled presentation by Canvas all other Committee business was suspended until the next scheduled meeting.

**Next Meeting:** The next meeting of the Distance Education Committee will be in HSS 261 (Senate Conference Room) 11:15 A.M., Thursday, December 5, 2013.

## **Instructional Material related Board Policies and Administrative Regulations**

### **BP 4120 Materials Fees**

The Board of Trustees authorizes the determination of course materials fees as recommended by the Superintendent/President provided that the total fees collected for a particular course shall not exceed the cost of materials used in that course.

Reference: Title 5, Sections 59400, 58402, and 9404

Education Code Sections 70901, 70902 and 76002

Adopted: 5/7/2001

### **BP 5360 Instructional Materials Fee**

Students may be required to pay a fee for instructional and other materials required for a course. The Board of Trustees adopted the provisions in the Education Code and Title 5 and the administration will use these to identify the appropriate courses.

Reviewed and Adopted 12/04/2000

### **BP 6270 Bookstore**

The District owns and operates the college bookstore and maintains provisions for the following in accordance with administrative regulations:

- Sales, Refunds, Returns, Book Buy Back, Acceptance of checks and credit cards as legal tender, Lost and stolen books

### **AR 2512 Accessibility Standards for Electronic and Information Technology - Section 508**

Electronic and information technologies (EIT) are a significant means by which Santa Monica Community College District provides information to students, faculty, staff and other constituents. The need to ensure accessibility to all members of the campus community becomes critical as more administrative services and learning environments are based on EIT. It is also a part of the district's ongoing commitment to establishing a barrier free learning community, or universal access, to all qualified individuals.

Individuals with disabilities are guaranteed access to educational institutions and systems of communication under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Amendments to Section 508 of the Rehabilitation Act clarify accessibility requirements for EIT developed, procured, maintained, or used by federal agencies.

The technical standards of Section 508 provide criteria specific to the following technologies:

Software Applications and Operating Systems (1194.21)

Web-based Intranet and Internet Information and Applications (1194.22)

Telecommunications Products (1194.23)

Video and Multimedia Products (1194.24)

Self Contained, Closed Products (1194.25)

Desktop and Portable Computers (1194.26)

Functional Performance Criteria (1194.31)

Furthermore, California Government Code Section 11135 states the following:

(1) In order to improve accessibility of existing technology, and therefore increase the successful employment of individuals with disabilities, particularly blind and visually impaired and deaf and hard-of-hearing persons, state governmental entities, in developing, procuring, maintaining, or using electronic or information technology, either indirectly or through the use of state funds by other entities, shall comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 794d), and regulations implementing that act as set forth in Part 1194 of Title 36 of the Federal Code of Regulations.

(2) Any entity that contracts with a state or local entity subject to this section for the provision of electronic or information technology or for the provision of related services shall agree to respond to,

and resolve any complaint regarding accessibility of its products or services that is brought to the attention of the entity.

As mandated by federal and state laws and the California Community Colleges Chancellor's Office it is necessary that Santa Monica Community College District comply with Section 508 Standards to ensure accessibility to EIT for individuals with disabilities. The Board directs the President/Superintendent or designee to enforce compliance with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) and its implementing regulations set forth at Title 36 CFR Part 1194.

Approved by Academic Senate 3/2004

### **AR 5350 Instructional Materials Fee**

Students may be required to pay a fee for instructional and other materials required for a course provided:

1. that such materials are of continuing value to a student outside that classroom setting, and
2. that such materials are not solely and exclusively available from the District.

Definitions. For the purposes of this regulation, the following definitions apply:

1. "Instructional and other materials" means any tangible personal property which is owned or primarily controlled by an individual student.
2. "Required instructional and other materials" means any instructional and other materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which is necessary to achieve those required objectives of a course which are to be accomplished under the supervision of an instructor during class hours.
3. "Solely or exclusively available from the District" means that the material is not available except through the District, or that the District requires that the material be purchased or procured from it.
4. "Required instructional and other materials which are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting, which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course which are to be accomplished under the supervision of an instructor during class hours.

No student shall be required to pay a fee for any instructional or other materials required for a course except as provided in this regulation.

Reference: EC 66700, 71020, 71025, 71062

Title V, Sections 59400, 59402

Reviewed and/or Updated 10/02

### **AR 5420 Distance Education**

The Santa Monica College Distance Education Program offers students an opportunity to achieve their educational goals in an effective, non-traditional, technologically mediated learning environment.

#### 1. Definitions and Application

- a. Distance education means instruction in which the instructor and student are separated by distance. Online courses are the predominant means of distance education delivery. Students need not come to campus for course work.
- b. Online Hybrid Courses deliver the required number of instructional hours divided between online coursework and mandated on-ground instructional activities. Students need to come to campus and attend the on-ground portion of the course.
- c. All distance education is subject to the general requirements of Board Policy 5420, Board Policy 2410, Administrative Regulation 2512 and this administrative regulation.

#### 2. Course Quality Standards

- a. The same standards of course quality shall be applied to distance education as are applied to traditional classroom courses, including regular, effective contact with students.
- b. Determinations and judgments about the quality of distance education shall be made in accordance with Board Policy, Article 5200 ("Academic Freedom and Responsibilities"), and

Administrative Regulations, Articles 5100 ("Curriculum"), 5200 ("Academic Freedom and Responsibilities"), and 5300 ("Academic Standards"), inclusive.

### 3. Course Approval

Departments may submit proposals of new distance education classes by following Administrative Regulations 5111 and 5112.

### 4. District Responsibilities

a. The District shall ensure that all Distance Education courses shall be conducted in accordance with Title 5 Regulations and Chancellor's Office Distance Education Guidelines.

b. Distance Education instructional materials and delivery systems will comply with California Community College accessibility standards, as well as laws pertaining to students with disabilities. [California Government code § 11135(d); Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) and its implementing regulations set forth at Title 36 CFR Part 1194; Americans with Disabilities Act (42 U.S.C. § 12100 et seq.); Section 504 of the Rehabilitation Act of 1973.]

c. The District shall maintain records and report data as required by local, state and federal governing boards.

d. The District shall provide training opportunities and/or guidance to faculty interested in teaching an online course.

e. The District shall provide student support services for distance education students that are comparable to the services provided to students taking on-ground classes.

Approved: 6/8/07

## **Goals, Objectives, and Activities**

A. Course Management System options; Pearson Learning Studio Contract.

B. Census Drop Roster and Verification for DE. Substantive participation. No longer the right to fail. Inform faculty of DE and Hybrid options with AR 4320.

C. Add codes for DE. The impact of wait list on DE. Invite Kiersten Elliott to a DE meeting

D. Guidelines for Required Instructional Materials. DE and ISC discussion item.

E. DE Certification: Development & Implementation

F. Training Options, The Center, PDC, etc. Where does a faculty member begin?

G. Student Survey, Institutional Research

H. Honor Signature. Duke University example. Should we develop an option for SMC?