

**Santa Monica College
Distance Education Committee**

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

Agenda

**Thursday, May 15, 2014 @ 11:15–12:30 PM
Senate Conference Room HSS 261**

1. Call to order
2. Action Items
 - a. Approve Minutes of meetings: 05/01
3. Announcements
4. Reports
 - a. Distance Education Update—Julie Yarrish
 - b. Technology Planning Committee Update
5. Old Business
 - a. Distance Education Faculty Certification Pilot Update
 - b. Remote proctoring: Tegrity
6. New Business
 - a. Course Shell Faculty Evaluation Process
 - b. Faculty Course Duplication Process and related issues
 - c. Fall Flex Day Request
7. From the Committee
8. Adjournment

Next meeting:
Thursday, May 29

Santa Monica College
Distance Education Committee
Minutes of May 1, 2014

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

**Excused Absence

Interested parties: Tim Cramer, Ellen Cutler, Kevin Graziadei*, Ebrahim Jahangard*, Peggy Kline*, Laura Manson, Christine Miller, Pete Morris, Wendy Parise*, Jenny Resnick*, Marilyn Simons, Diem Nguyen

*Present

The Santa Monica College Distance Education Committee was called to order by Sal Veas at 11:20 a.m.

Approval of Minutes: A motion to approve the minutes of March 27th was made by Wendy Parise seconded by Odemaris Valdivia and approved unanimously with one abstention by Peggy Kravitz due to her absence.

Chair's Report:

- Sal announced that he will be retuning as committee chair for the upcoming year. Day/times of meetings will remain the same as will location. Dates for the fall meetings will be forthcoming.
- There was discussion on how to proceed with identifying the cohort of five summer faculty to participate in the @ONE foundation course in preparation for the fall pilot group. Sal secured funding from the PDC to cover the tuition for five designated DE committee faculty to participate in the summer session.

Vice Chair's Report:

- The student mobile app is in the final stages of the SSO configuration from our MIS dept. Next phase is to beta test. Access to the platform will have limits including restricting students from being able to take exams from their iPads. Further enhancements are on the horizon.
- Committee members interested in being part of eCollege's NeoConnect Product Team user's group can email Julie. She will forward your request to eCollege for set-up. This is the resource for faculty to view other faculty/users concerns and voice their own regarding enhancements.
- Gradebook webinar covering recent updates/enhancements scheduled for May 2nd.

Ongoing Projects:

- DE faculty certification: the committee determined that Friday's would be the best day for pilot participants to meet for the four three-hour ground component of this hybrid. Time TBD but the intent is to try to include some chairs in this cohort so this may push the meetings to mid-day. Discussions continued on objectives/outcomes of this pilot and who should participate.
- A draft of the application will be crafted by Wendy Parise, Keith Graziadei and Julie Yarrish and presented for discussion at the 5/15 meeting.

Committee Members Discussion/Reports:

- Cheating in the on-ground & online classroom was discussed. Exploring proctoring resources should be an item for the committee. The option of reviewing the Tegrity proctoring tool via a webinar is being explored. Target date for webinar, early June.
- A more robust version of the faculty duper tool will be rolled out as a pilot for fall for online faculty. Larger audience rollout for winter after the DE dept. has had a chance to arrange for training (webinars). The few DE faculty who still rely on the DE dept. for duping will be urged to use the simpler version of the duper tool. eCompanion faculty will be the last tier for training in the new advanced version of the duper tool.

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

Next Meeting: The next meeting of the Distance Education committee will be May 29th in the Academic Senate Conference room HSS 261