

**Santa Monica College
Distance Education Committee**

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

Agenda

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

1. Call to order
2. Action Items
 - a. Approve Minutes of meetings: 05/29
3. Announcements
 - a. Marilyn “Thank You” card
4. Reports
 - a. Distance Education Update—Julie Yarrish
5. Old Business
 - a. Distance Education Faculty Certification Pilot Update
 - b. Course Shell Faculty Evaluation Process
 - c. Top 10 Best Practice Cheat Sheet
6. New Business
 - a. Open Education Initiative <https://ccc.ideascale.com> —Sal Veas & Julie Yarrish
 - b. Online Tutoring: <https://www.etutoring.org/> —Julie Yarrish
 - c. 2014-2015 Goals & Objective brainstorm
7. From the Committee
8. Adjournment

Next meeting:

Thursday, September 25
Thursday, October 9, 23
Thursday, November 6, 20
Thursday, December 4
Thursday, February 26
Thursday, March 12, 26
Thursday, April 9, 23
Thursday, May 7, 21
Thursday, June 4

Santa Monica College
Distance Education Committee
Minutes of May 29, 2014

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, 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 11:24 a.m.

Approval of Minutes: A motion to approve the minutes of May 15 was made by Peggy Kravitz seconded by Wendi DeMorst and unanimously approved.

Chair's Report:

- Sal announced that the DE committee meeting schedule through fall 2014 and spring 2015 has been set. The ISC/DE joint meetings have been scheduled for September 4th and April 23rd. The location for all meetings is TBC pending other room availability but HSS 261 has been reserved in the interim.
- Sal reported that the DE readiness pilot presentation to the chairs went well and confirmed the summer pilot consisting of five DE committee faculty has been arranged with PDC funds to cover tuition for the five members as assigned (the participants are: Fariba Bolendhemat, Dana Del George, Ebrahim Jahangard, Walter Meyer & Sal Veas)
- It was mentioned that now is the time for committee members to submit new agenda items for the upcoming year. It was requested that tutoring be returned to the list for discussion.
- There was discussion re: Fall flex & DE committee participation: What formatting works best for attendees? Last year's formatting was well received (five minute bites)

Vice Chair's Report:

- The CCCCO DE faculty survey to be deployed to all spring online/hybrid faculty mid-June faculty via email and sent directly from the Chancellor's office.
- The latest eCollege feature update (May 2014) has been uploaded in FAC 101 in document sharing so faculty can read about changes in the platform & tools.
- The final spring DE webinar will take place on May 30th and will feature Jeff Borden on Web 3.0. Due to low interest from SMC faculty, the CSUOnline group (also an eCollege client) has been invited to attend.

Ongoing Projects:

- There was a discussion on the faculty evaluation process for online classes. How can we best replicate the on-ground process? What type of view and what type of timelines should the evaluator have to complete this task?

Adjournment: The meeting was adjourned at 12:30 p.m.

Next Meeting: The next meeting of the Distance Education committee will be Thursday September 11th from 11:15-12:30. Location: Senate Conference Room HSS 261 (pending confirmation)