

**Santa Monica College
Distance Education Committee**

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

Agenda

**Thursday, October 23, 2014 @ 11:15–12:30 PM
Senate Conference Room HSS 261**

1. Call to order
2. Action Items
 - a. Approve Minutes of meeting: 10/9
3. Announcements
4. Reports
 - a. Distance Education Update—Julie Yarrish
5. Old Business
 - a. Online Tutoring—Julie Yarrish, Mona Martin
 - b. Add codes for Distance Education (see below)
 - c. Best Practice Cheat Sheet
6. New Business
 - a. [Distance Education Spring Survey IR Review](#)—November 20
 - b. “Proctoring” solutions and evaluations
 - c. November 6 meeting options
7. From the Committee
8. Adjournment

Next meeting:

Thursday, November 6

Thursday, November 20

**Santa Monica College
Distance Education Committee
Minutes of October 9th, 2014**

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

Interested parties: Tim Cramer*, Ellen Cutler*, Kevin Graziadei*, Peggy Kline, Laura Manson, Christine Miller*, Pete Morris*, Wendy Parise*, Jenny Resnick*, Diem Nguyen*, Ebrahim Jahangard, Patti Nakao*, Steve Sedky*, Diane Gross, Fariba Bolandhemat, Chau Tran* *Present

The Santa Monica College Distance Education Committee was called to order by Sal Veas at 11:18a.m.

Approval of Minutes: A motion to approve the minutes of 9/25 was made by Dana Del George seconded by Peggy Kravitz and unanimously approved.

Chair's Report:

- Distance Education Committee Website is still undergoing an update. The transition to Share-Point broke many links. Helen Porter resigned from the District and a reorganization Sal is working on restoring data and Lee will help him find someone to assist with this project.

Announcements

- Wendy Parise announced the availability of a new online resource for faculty via the Magnapubs.com website titled "20 Minute Mentor Commons" which is a repository of brief videos specific to online teaching pedagogy. She will send out a link so members can take advantage of this resource.
- It was suggested that the DEC invite Roberto Gonzalez and Edna Chavarry to a meeting so the DEC members can discuss how to insure Distance Education Faculty can be represented in support, training and events hosted by "The Center" moving forward. Sal to reach out with an invitation.

Vice Chair's Report:

- The OEI recently identified 19 of the ADT classes that are going to be offered starting as early as spring 2015. An announcement and complete list of classes including OEI website URL has been uploaded to FAC 10 in the document sharing area so any interested parties can review the list. This information is available to all SMC faculty.
- OEI Common CMS RFI was completed several months ago. Based on the RFI, the RFP has been created. Tutoring workgroups and other student services groups are still meeting. Members of workgroups have been assigned under the guidance of the state Academic Senate.
- New (free) MOOC starting out of MIT via edX titled "Design and Development of Educational Technology". Registration and course details loaded in FAC 101 (document sharing).

Ongoing Projects:

- Add code deployment process and deployment schedule
- Tutoring

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

Next Meeting: The next meeting of the Distance Education committee will be Thursday October 23rd from 11:15-12:30. Location: Senate Conference Room HSS 261

Members	Minutes of 10/9/14
Dana Del George	Yes
Peggy Kravitz	Yes
Walter Meyer	Absent
Saul Rubin	Yes
Odemaris Valdivia	Absent
Sal Veas	Yes
Lee Johnston	Yes
Mona Martin	Yes
Julie Yarrish	Yes

Add Codes for Distance Education (Draft)

Where as, managing enrollment in distance education courses, presents challenges for an instructor which do not exist in on-ground courses, particularly for short-term courses. (For example, students who do not add the course until the day the code expires will have missed an entire week of class, since they have no access to the course.)

Where as, the wait pools do not perform as intended. (For example, students in the wait pools often do not result with actual perspective students.)

Here are some possible solutions:

- 1. Issue add codes earlier. Ideally, 3 weeks prior to the start date of the course.**
- 2. Expiration of these add codes should occur the night before the start of class.**
- 3. The wait pool contact list should include the student's private email.**
- 4. ???**