

**Santa Monica College  
Distance Education Committee**

**Minutes of April 5, 2016**

**Voting Members:** Pete Morris (Chair), Julie Yarrish (Vice-Chair), Fabienne Chauderlot, Ron Furuyama\*, Dana DelGeorge, Peggy Kravitz, Jenny Resnick, Odemaris Valdivia, Christina Gabler\*\*

\*Absent \*\*Excused

**also in attendance:** Yvonne Ortega, Diem Nguyen, Cassie Rockwell, Gary Ortega, Shawn Jordison, Christine Miller, Tamara Whitaker

**Invited Guest:** Dr. Hannah Lawler from SMC Office of Institutional Research

The Santa Monica College Distance Education Committee was called to order by Pete Morris at 12:46 p.m.

**Public Comments:** None

**Announcements:** Introduction of new Academic Dean assigned to committee. Welcome Dr. Fabienne Chauderlot, Dean of Learning Resources.

**OIR Guest Presentation**

link: [http://www.smc.edu/ACG/AcademicSenate/AScommittees/Documents/Distance\\_Education/DE\\_2015\\_2016/1039.DistanceEducation.20160405.pdf](http://www.smc.edu/ACG/AcademicSenate/AScommittees/Documents/Distance_Education/DE_2015_2016/1039.DistanceEducation.20160405.pdf)

The first portion of the meeting was a presentation from Dr. Lawler from the SMC Office of Institutional Research. She provided updated information on the distance education metrics included within the college's Institutional Effectiveness Dashboard. This presentation was accompanied by a question-and-answer discussion from the committee on the data presented regarding DE student success and DE student retention, as measured against the same courses offered in an on-ground, face-to-face setting.

Dr. Lawler noted that when using the dashboard data/findings effectively there are multiple issues to consider:

- *This process is ongoing, dynamic, and responsive.*
- *Measures are designed to identify areas that need our attention and use it to inform planning.*
- *DE data presented only include online classes that also are offered in a face-to-face classroom.*
- *These data are presented annually to the DE Committee for further discussion of college performance and future goals.*
- *A perennial question, then, is does the committee want to modify the goals and gap expectations? (The consensus in this meeting was No, as there do not appear to be any troubling trends and the imminent transition to Canvas may warrant a recalibration of expectations.)*
- *How can we ensure goals/standards are appropriate & realistic but rigorous?*

*OIR Dashboard Committee Discussion & Concerns:*

- *Reflecting back on the previous year's highs and lows, what makes for a difference in increase or decrease on the gaps? A more granular study was discussed as a way to identify variables.*
- *Question: Is there a way to determine by department success & retention for online vs. on-campus. Answer: Dr. Lawler stated this might be problematic if the data is so granular it ties to a specific professor – this is not allowable.*

**Vice Chair's Report on the Canvas Transition**

April Canvas Pilot: Classes are in final stages of preparation. MIS has enrolled students.

Student Marketing Plan: A request to solicit for committee volunteers to form a marketing plan workgroup to design a plan and report back to the committee. Peggy Kravitz is able to assist with this mission. Pete Morris volunteered to participate in the work group. Other committee members & interested parties cited busy schedule prohibiting their ability to volunteer to help.

There were concerns about a “communication or messaging gap” and how to ensure that faculty are aware of the pending move to Canvas. A few examples were provided on how the District has been messaged to date:

- Multiple flex activities focused on the Canvas migration over multiple terms.
- Canvas information details have been included in all emails to faculty when notified about shell creation – both online and eCompanion faculty. This information has been running for over a full-year cycle, including links to the OEI website for updates.
- Julie attended three of the most recent chairs meetings to provide updates on the migration and training plans and timelines so chairs could message their faculty.
- V.P. Lorenz sent a District-wide email in February confirming our move to Canvas including timelines training, support options and links to various FAQ links
- V.P. Lorenz announced the move to Canvas at the full-campus opening ceremony during spring 2016 flex day.

**Action Items:** Approval of minutes from March 1, 2016. Motion to approve by Dana Del George; seconded by Odemaris Valdivia. Approved unanimously (6-0), with one abstention.

**Adjournment:** The meeting was adjourned at 2:04 p.m.

**Next Meeting:** The next meeting of the Distance Education committee will be Tuesday, April 19, 2016 from 12:45 - 2:00 p.m. Location: Media Center Conference Room (M 110).

**Please remember that there is no food or drink allowed in the conference room.**

<b>Voting Members</b>	<b>Approval of March 1 Minutes</b>
Fabienne Chauderlot	Abstain
Ron Furuyama	Absent
Christina Gabler	Excused
Dana Del George	Yes
Peggy Kravitz	Yes
Pete Morris	Yes
Jenny Resnick	Yes
Odemaris Valdivia	Yes
Julie Yarrish	Yes