

**Santa Monica College
Distance Education Committee**

Minutes of May 3, 2016

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

*Absent

also in attendance: Yvonne Ortega, Diem Nguyen, Cassie Rockwell, Gary Ortega, Ellen Cutler, Shawn Jordison, Laura Manson, Christine Miller, Tamara Whitaker

The Santa Monica College Distance Education Committee was called to order by Pete Morris at 12:49 p.m.

Public Comments: None

Announcements: None

Chair's Report:

Accreditation - Erica LeBlanc was unable to return to the meeting as planned in order to continue discussing the accreditation prompts tied to DE. If she has follow-up questions, she will route them to the committee via Pete & Julie for a group discussion.

Marketing Canvas to Students – There was a presentation of a video produced by one of Cassie Rockwell's Business Communications students of a marketing plan class assignment. There was discussion if this student should be invited to help create a quick video aimed at students to "market" the move to Canvas – i.e. "please ignore our dust".

- Suggestion to send video to students who are going to take classes on Canvas.
- Can the students in the April classes be filmed to share their experience?

Next steps? Christine will facilitate an introduction to the SMC marketing team with student to see if they can add this to the current plan which was discussed at the marketing meeting launch mid-April.

Intellicom online video Vendor – How does the committee want to handle this potential vendor?

- What funding source would be used?
- Is this a vendor that would fall under the purview of the Library?
- Is this the purview of each Department?
- How would the committee know if faculty would use this product as a full campus license?

- What are the costs and would this be of value to purchase?
- Is their product accessible?

Before making a formal recommendation, the Committee would first like Ellen and Shawn to investigate the videos to ensure they meet accessibility guidelines. If they are found to be accessible, the committee can revisit this discussion.

Accreditation Visit & REC (Regular Effective Contact) –

Discussion continued based on the recent presentation from the Southern California region Academic Senate retreat (online education regionals) “What to Expect When You’re Expecting.....The Accreditation Visiting Team and Distance Education Review”.

Areas of interest were identified as “regular and substantive interaction between student and teacher” and accessibility.

- Does the DE committee want to author a policy or District recommendation on “Regular Effective Contact (aka REC) for online classes?
- What template or motion does the committee want to use as a guideline (other CCC’s or the OEI, or Title 5)?
- Once a motion is crafted it needs to be forwarded to the Academic Senate and Curriculum Committee for their comments.
- Due to time constraints and one remaining DE meeting this term, this project will continue into the fall term.

FAC 101 Canvas – Will FAC 101 be moved to Canvas?

- SMC faculty Canvas Mentoring team are working on creating a new and contemporary version of FAC 101 in Canvas. This is to be on their summer project list with a target completion date by Fall. Items to be included:

Best practices by pedagogical area.
Faculty Training Resources.

Vice Chairs Report:

Canvas Update

- Christine gave an update on the April launch and helpdesk contacts. Once the session was underway, students and faculty seemed able to access classes with ease.
- Dana reported the challenge of being a mentor and trying to better understand how to support users, manage workflow and meet and current demand and estimate future demand.

Action Item:

Approval of April 19, 2016 minutes. Motion to approve by Dana Del George; seconded by Jenny Resnick. Approved unanimously 6-0), with two abstentions.

Adjournment: The meeting was adjourned at 2:08 p.m.

Next Meeting: The next meeting of the Distance Education committee (last of the spring term) will be Tuesday, May 17, 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.

Voting Members	Approval April 19 Minutes
Fabienne Chauderlot	Yes
Wendi DeMorst	Yes
Christina Gabler	-
Dana Del George	Yes
Peggy Kravitz	Abstain
Pete Morris	Yes
Jenny Resnick	Yes
Odemaris Valdivia	Abstain
Julie Yarrish	Yes