

**Santa Monica College  
Distance Education Committee**

Minutes of October 18, 2016

**Voting Members:** Pete Morris (chair), Julie Yarrish (vice-chair), Lourdes Arevalo, Fabienne Chauderlot\*, Dana DelGeorge, Regina Ip\*, Shawn Jordison, Peggy Kravitz, Jenny Resnick

\* excused

Also in attendance: Sheila Cordova, Christine Miller, Gary Ortega, Wendy Parise, Tamara Whitaker

The Santa Monica College Distance Education Committee was called to order by Pete Morris at 12:48 p.m.

**Public Comments and Announcements:**

There was a general discussion about the accreditation visit. None of the committee members are aware of any DE-related issues being raised that would require urgent attention. More will be learned when the accrediting team's official report is received.

The chair confirmed that, for the time being, the committee will not pursue changes to existing ARs or Curriculum Committee forms with respect to regular, effective contact. The current language in these documents appears sufficient, and the committee will instead focus its attention on revising its Best Practice statements and resources.

**Action Items:**

Approval of minutes from last meeting of October 4, 2016. Moved by Jenny Resnick, seconded by Peggy Kravitz. Approved unanimously (7-0).

**Old Business: Canvas Central**

As planned, the committee used the meeting as an open forum for reviewing the still-under-development Canvas Central, which will take the place of the old FAC101 once the transition to Canvas is completed. The committee brainstormed on ways to improve the homepage and make it more user-friendly for all user faculty, including experienced online instructors and/or Canvas users, as well as those just beginning to explore the idea of teaching online or using Canvas as an online supplement to their on-ground, face-to-face classes.

- The committee acknowledged the expectation that it will have in maintaining and updating Canvas Central, taking over these tasks from the temporary Canvas migration team. While supportive of taking over this role, the committee still needs to decide how to best to manage this work.

- One of the Canvas mentors, Wendy Parise, agreed to solicit suggestions for improving Canvas Central and make the suggested changes where appropriate.

Coming out of what a robust discussion, the committee made the following suggestions for revising the current format of Canvas Central, with an eye toward simplifying its look and making site navigation more intuitive, especially for new users:

- create an index of resources—a site map of sorts
- develop a streamlined pathway for different experience levels (e.g., beginner, intermediate, advanced)
- revamp and de-clutter the four categories listed on the homepage
- investigate the possibility of a search bar
- rename several links so that they are more descriptive of the desired task than a specifically branded tool (e.g., "plagiarism prevention", rather than "TurnItIn").
- promote use of Canvas Central as a collaborative and collegial forum that is pedagogical in its focus, not just technical

The committee reviewed some of the specific resources included under Best Practices. This review will continue at the next meeting, before which mentors will work on revising the site to incorporate the committee's suggestions.

**Adjournment:** The meeting was adjourned at 2:03 p.m.

**Next Meeting:** The next meeting of the Distance Education committee will be Tuesday, November 1 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	Minutes from 10-4
Lourdes Arevalo	Yes
Fabienne Chauderlot	Excused
Dana Del George	Yes
Regina Ip	Excused
Shawn Jordison	Yes
Peggy Kravitz	Yes
Pete Morris	Yes
Jenny Resnick	Yes
Julie Yarrish	Yes