

**Santa Monica College**  
**Distance Education Committee**

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Clare Battista (Chair), Tammara Whitaker (Vice-Chair)

Committee Members: Dana Del-George, Shawn Jordison, Regina Ip, Vanessa Bonilla, Odemaris Valdivia, Fariba Bolandhemat, Jenny Resnick, Christine Miller

**Agenda**

Tuesday, 12 March 2019 @ 12:45 – 2:00 pm  
Senate Conference Room HSS-261

1. Call to order
2. Public comments
3. Action/Discussion Items
  - a. Approval of minutes for meeting of 21 February 2018
  - b. New Grant Opportunity (Improving Online CTE Pathways, integrating CVC-OEI objectives)
  - c. Follow-up on funding for Instructional Design and Pedagogy workshops for online, hybrid, and on-ground instruction with Canvas component (Clare)
  - d. Follow-up on Cheating, Academic Integrity, Proctoring in/for Online Environment -brief with more detailed discussion on 3/29\*\* (Fariba)
4. Upcoming DE Committee Agenda Items & Events
  - a. Respondus Presentation\*\* (Online Proctoring) March 29 12:45-1:15
  - b. Examity Presentation\*\* April 23 1:00-2:00
  - c. Updating DE Best Practices Document
5. Announcements
  - a. SmartThinking (see attached and notes on back)
  - b. Flex Day (DE-related) Events
6. Agenda items for next meeting (time permitting)
7. Adjournment

**\*\*Related Notes from DE Committee Meeting 11/2016 (next page)**

**\*\*Proctoring for online classes.** The committee began discussion of one of its goals for the years: reviewing online proctoring options. On the more expensive, higher- capability end of the spectrum is ProctorU. The OEI has selected a different vendor, Proctorio, but it too carries a non-trivial expense. The most recent site-license quote received by the college was roughly \$450K, although other, options might be available (e.g., pricing per student use.)

The committee reiterated that generally accepted best practice in online education is to *deemphasize* exam-type assessments that would be typical in a proctored on-ground, face-to-face class, emphasizing instead discussions, written work, and other projects and assignments that are not conventionally proctored. It was also noted, however, that for some courses in some disciplines—particularly those with specific articulation or certification needs—the availability of online proctored assessment may be necessary. Thus, before further investigating vendors, it probably makes sense to first assess the extent of those needs.

**Smarthinking.** Does the committee want DE to survey students again, given that this is the first term the product was loaded into Canvas? In addition, the tutoring issue came to the committee's attention a couple years ago as a potential area of concern for accreditation. It was therefore suggested that we wait to see if the Accrediting team makes any recommendations in their late-winter report and then proceed accordingly in the Spring.