

**Santa Monica College
Distance Education Committee**

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

Tuesday, February 19, 2013 @ 12:45–2:00 PM, BUS 111

1. Call to order
2. Action Items
 - a. Approve Minutes of meeting, 11/27/12
3. Announcements
 - a. ISC/DE Joint Meetings
Tuesday, March 5 @12:45
Thursday, Dec 6 @11:15 (Library 275)
 - b. Academic Integrity Summit—Friday, April 26
4. Reports
 - a. Distance Education Update—Julie Yarrish
 - b. Technology Planning Committee Update—Jamie Cavanaugh
5. Old Business
 - a. Distance Education Faculty Certification—Wendy Parise & Julie Yarrish
 - b. Turnitin Update—Sal Veas & Julie Yarrish
 - c. Senate Bylaws and Scope of Committee
 - d. AR 5420 Distance Education & AR 4321 (Tabled until Spring term)
 - e. Student Authentication (Tabled until Spring term)
6. New Business
 - a. DE Faculty peer evaluation rating rubric—Sal Veas
 - b. From the Committee
7. Adjournment

Next meeting:

Thursday, March 5 @ 12:45P–2:00, BUS 111

**Santa Monica College
Distance Education Committee
Minutes of November 27, 2012**

Members: Sal Veas (chair), Julie Yarrish (vice chair), Jamie Cavanaugh, Dana DelGeorge, Peggy Kline, Peggy Kravitz, Mona Martin, Steve Myrow, Jenny Resnick, Odemaris Valdivia

Interested parties: Eve Adler, Kay Azuma, Teri Bernstein, Fariba Bolandhemat, Ellen Cutler*, Stephen Druker, Janet Harclerode, Dan Hurley, Laura Manson, Eve Mazzara, Christine Miller*, Waleed Nasr, Eric Oifer, Wendy Parise,* Judith Remmes*, Marilyn Simons*

*Present

Guests: Greg Brookins, Esau Tovar

The Santa Monica College Distance Education Committee was called to order by Sal Veas at 12:50 p.m.

Approval of Minutes: A motion to approve the minutes of November 13, 2012 was made by Odemaris Valdivia, seconded by Peggy Kravitz, and unanimously approved.

Chair's Report:

- Sal Veas reported that there has been no substantial progress in the discussions by the Technology Planning Committee of the future requirements and/or issues.

Honor Council/Academic Integrity Summit: Greg Brookins and Esau Tovar presented on what the Academic Integrity committee has been addressing regarding options to substantially minimize cheating and plagiarism by students. The consensus is that there must be concerted effort by faculty, staff and students to combat these issues. What is needed are standard, consistent practices that are published. In terms of academic dishonesty there was discussion about sending the message that these behaviors will not be tolerated at SMC. The D.E. Committee will determine what are the most frequent and important issues to be addressed first and how these topics might be added to the Academic Integrity summit to be held spring 2013. Among the issues raised during discussion:

- What sanctions are legal?
- The need for institutional integrity and tools and best practices available for faculty.
- Heavy consequences vs. deterrent.
- The subject of student authentication should be addressed.

Ongoing Projects:

- D. E. Faculty Certification – During the discussion regarding online faculty certification the following points were made:
 - A culture of quality needs to be fostered;
 - Best practices resources should be provided;
 - The concepts of mandatory vs. optional certification need to be explored;
 - Multiple pathways may need to be established for training and certification;
 - Department chairs should be brought into this mix to support teacher readiness.
 - A subcommittee will be formed and information brought to the committee.
- Sal and Julie will work on the changing the SMC Corsair Connect outage notification statement. Support from Lee Johnston in MIS will be critical as this messaging needs to be posted to Corsair Connect when it is not functioning (i.e. not to be confused with eCollege operation).

New Business:

- The committee agreed that it would be productive to schedule one or two committee meetings during the winter session – possibly by CCCConfer. Members and interested parties will be notified.

Adjournment: The meeting was adjourned at 2:05 p.m.

Next Meeting: The next meeting of the Distance Education Committee to be determined.

SMC BOARD POLICY

ARTICLE 2200: PARTICIPATORY GOVERNANCE

BP 2250 District Planning and Advisory Council

The Board of Trustees establishes the District Planning and Advisory Council. The Board recognizes the Council as the body primarily responsible for making recommendations to the Superintendent/President on matters that are not otherwise the primary responsibility of the Academic Senate (BP 2210), Classified Staff (BP 2220), Associated Students (BP 2230) or the Management Association (BP 2240). Issues include, but are not limited to, District budget, facilities, human resources, instruction, student services and technology planning. Discussion of these issues by the Council will not supplant the collective bargaining process.

The District Planning and Advisory Council shall comprise representatives of the faculty (Academic Senate and Faculty Association), classified staff (CSEA Chapter 36), students (Associated Students) and management (Administration/Management Association), who shall mutually agree upon the numbers, privileges, and obligations of Council members. The District Planning and Advisory Council shall establish its own procedures in conformity with the law.

ARTICLE 2500: INFORMATION TECHNOLOGY

BP 2510 Information Technology Mission Statement

The Information Technology mission, in academic and instructional computing, administrative information systems, multimedia support, network services and telecommunications, shall be designed to support institutional goals and objectives as adopted by the Board of Trustees.

BP 2511 Information Management and Network Programming

The function of Information Management and network programming is to provide administration and all college departments with data and technology needs critical for their operation and function at the college.

BP 2512 Computer Use by Staff and Students

Employees and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. Administrative Regulation 2515 provides guidelines to students and staff for the appropriate use of information technologies.

SMC ADMINISTRATIVE REGULATION

ARTICLE 2200: PARTICIPATORY GOVERNANCE

AR 2250 District Planning and Advisory Council (DPAC)

<Relevant excerpt>

Planning Subcommittees

The Planning Subcommittees shall consider issues relevant to their respective areas and make recommendations to the District Planning and Advisory Council that are consistent with the college's mission, vision and goals. DPAC shall determine the scope and function, and provide direction for the Planning Subcommittees. Planning Subcommittees include, but are not limited to, the following:

- Budget Planning
- College Services Planning
- Facilities Planning
- Human Resources Planning
- Technology Planning

NOT IN Board Policy or Administrative Regulation or Senate By-laws

Duties of Technology Planning Subcommittee

Develop the annual Master Plan for Technology for submission to the District Planning and Advisory Council. Review technology planning issues respective to Budget, Human Resources, Facilities, Student Services, and Instruction. Focus on technology integration and communication with other college planning areas. Recommend campus-wide technology solutions and provide ongoing support for the maintenance of the Master Plan for Technology.

ARTICLE 2500: INFORMATION TECHNOLOGY

2513 Computer Hardware and Software; 2514 Telecommunications; 2515 Computer and Network Use

ARTICLE 4400: STUDENT CONDUCT, ACTIVITIES AND PROGRAMS

4435 Responsible Use of Computer Resources

Academic Senate By-Laws

Joint Standing Committees

Distance Education Committee

(Revised March 14, 2006; 47-0)

Membership: Faculty and Administrators.

Structure/Scope:

The Committee makes recommendations to the Senate regarding policies and plans for all aspects of distance education, and collaborates with all campus departments to support distance education students, faculty and administrators. In addition, the Committee evaluates and shares information in collaboration with all college constituencies. The Committee also advocates for the present and future needs of distance education.

Functions:

- A. Provides a forum for dealing with evolving issues in distance education and disseminates information about these issues to the campus community.
- B. Makes recommendations to the Academic Senate for the development of administrative regulations and Board of Trustees' policies regarding distance education and other online delivery of instructional material.
- C. Defines procedures to implement existing SMC policies in the virtual environment.
- D. Supports faculty in development and delivery of their online courses by advocating for needed support from the administration and from the distance education provider(s), and by providing a forum where technical issues can be addressed.
- E. Maintains currency with distance education services, products, technologies, standards, techniques, etc.
- F. Makes recommendations and provides information to other faculty leaders regarding distance education matters (forming a subcommittee if needed).
- G. Defines criteria for evaluating platforms.
- H. Recruits participation of faculty and others to serve as interested parties on the committee.

Information Services Committee

(Revised March 14, 2006; 47-0)

Membership: Faculty and Administrators

Structure/Scope:

The Committee examines policies and plans for academic information technology, and considers other matters as deemed appropriate by the Senate.

Functions:

- A. Advises the academic community on information technology.
- B. Receives and prioritizes academic departmental technology requests and forwards its recommendations to the Technology Planning Subcommittee of the District Planning and Advisory Council.
- C. Makes recommendations to the Senate for the development of administrative regulations regarding information technology for academic programs.
- D. Makes recommendations to the Senate regarding changes to relevant Board of Trustees' policies.