Santa Monica College
Distance Education Committee

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

Tuesday, March 5, 2013 @ 12:45—2:00 PM, BUS 111
Distance Education & Information Services Joint Meeting

1. Call to order

2. Action Items

   a. Approve Minutes of meeting, 02/19/13

3. Announcements

   a. ISC/DE Joint Meetings
      Thursday, May 9 @11:15 (Library 275)

   b. Flex Day Workshops

4. Reports

   a. Distance Education Update—Julie Yarrish

5. Old Business

   a. Senate Bylaws and Scope of Committee: DE and ISC (See page 3 & 4)

   b. Distance Education Faculty Certification

   c. AR 5420 Distance Education & AR 4321

   d. Student Authentication

   e. DE Faculty peer evaluation rating rubric

6. New Business

   a. From the Committee

7. Adjournment

Next meeting:
Thursday, March 19 @ 12:45P—2:00, BUS 111

Santa Monica College

Distance Education Committee
Minutes of February 19, 2013

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

Member(s) Excused: Steve Myrow

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

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 27, 2012 was made by Dana DelGeorge, seconded by Jenny Resnick and unanimously approved.

Chair's Report:
- Joint meetings of the Distance Education and ISC committees will be held on March 5 at 12:45 p.m. in Business 111 and May 9 at 11:15 a.m. in Library 235.
- There will be an Academic Integrity Summit on April 25.

Vice Chair's Report:
- Turn-It-In is expected to be operational by April 21. A pilot program will be launched for the second 8 weeks of the spring semester. A full launch is anticipated for the summer session and it is 508 compliant for students.   Sal added that he has had positive comments on TII from those who have used it. There will be two training sessions scheduled for Flex Day.
- There is a list of new eCollege releases posted in FAC 101.

Ongoing Projects:
- D.E. Faculty Certification – Wendy Parise kicked off discussion of Faculty Certification and stated that the Teacher Learning Center could be instrumental in the process. Discussion by the committee centered on ideas, techniques, and tools that could be implemented in the process including:
    o   Provide a faculty checklist;
    o   Require posting of syllabi;
    o   Engage Department Chairs to assign "qualified" faculty;
    o   Establish department cohorts;
    o   Mentors.

Committee Members Discussion/Reports:
- Jamie Cavanaugh reported that at the Technology Planning Committee meeting there was discussion of access from anywhere on any device.
- Following discussion the consensus was that Lee Johnston should be invited to a Committee meeting.
- During discussion committee members were advised of the many resources available in FAC 101.

Adjournment: The meeting was adjourned at 2:10 p.m.

Next Meeting: The next meeting of the Distance Education Committee will be on Tuesday in B-111 at 12:45 p.m., in B-111.

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.

Information Services Committee – FINAL DRAFT (Revised November 29, 2012)
Membership: Faculty and Administrators Structure/Scope:

The Committee examines policies, provides vision, and develops plans for academic information technology and digital education, and considers other technology matters that fulfill the goals of the college as deemed appropriate by the Senate

Functions:
A. Takes a leadership role in academic technology planning and makes recommendations to the Senate regarding changes to relevant Board of Trustees' Policies and/or Administrative Regulations.

B. Makes recommendations to the Senate regarding information technology and digital education (systems, resources and pedagogy) for academic programs.

C. Advises and collaborates with the academic community on information technology and technology as it relates to instruction including, but not limited to, digital education.

D Requests and prioritizes academic departmental technology needs and forwards its recommendations to the Technology Planning Subcommittee of the District Planning and Advisory Council.

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