

**Santa Monica College
Distance Education Committee**

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

Tuesday, April 30, 2013 @ 12:45–2:00 PM, BUS 111

1. Call to order
2. Action Items
 - a. Approve Minutes of meeting, 04/16/13
3. Announcements
4. Reports
 - a. Distance Education Update—Julie Yarrish
 - b. State Senate Resolution on Certification—Sal Veas
5. Old Business
 - a. Senate Bylaws and Scope of DE Committee
 - b. Distance Education Threats & Opportunities
 - c. Student Authentication
 - d. DE Faculty peer evaluation rating rubric
 - e. Institutional Research Survey—(May 14 & 28)
 - f. Distance Education Faculty Certification—(May 14 & 28)
6. New Business
 - a. From the Committee
7. Adjournment

Next meeting:

Thursday, May 9 @ 11:15P–12:30, Library 193 (No food or beverages)

Tuesday, May 14 @ 12:45P–2:00, BUS 111

Tuesday, May 28 @ 12:45P–2:00, BUS 111

**Santa Monica College
Distance Education Committee
Minutes of April 16, 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

Guest(s): Hannah Lawler, TLC Focus Group

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 at 12:51 p.m.

Approval of Minutes: A motion to approve the minutes of April 2, 2013 was made by Dana DelGeorge, seconded by Peggy Klein, and unanimously approved.

Chair's Report:

- The online and hybrid faculty were informed via email that Turn-It-In should be fully implemented over the summer session (eCompanion). There has been a very good response from those who have used the tool.
- Due to other demands/commitments beginning this fall the Distance Education Committee meeting day and time has been changed to 11:15 a.m. of the second and fourth Thursday of each month.

Vice Chair's Report:

- While there was a good initial response to the Gradebook and Dropbox webinar attendance was disappointing.

Ongoing Projects:

- There was discussion of faculty certification and the "Online Course Best Practices Checklist" used by Palomar College. The consensus was that with modifications to reflect SMC needs the document could be used as a foundation to build our own checklist. Wendy and Julie volunteered to do a first draft which will be presented to the committee at the May 14 meeting.

New Business:

- Hannah Lawler, TLC Focus Group, met with the committee to gather feedback on Distance Education needs/wants from the TLC. What are problems that might be addressed? Among the many points raised were:
 - Time management/priorities for both faculty and students
 - Help with tools to combat cheating
 - Student understanding of what is plagiarism
 - Training on various methods of assessment
 - Raising faculty awareness of the materials available to students
 - How to engage students, comply with ADA, use new and rapidly changing information, enforce group work by students
 - Identify effective techniques of teacher/student and student/student contact
 - Lack of student technical skills

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

Next Meeting: The next meeting of the Distance Education Committee will be in Library 275 (2nd floor, Conference Room) at 12:45 p.m., Tuesday, April 30.

State Academic Senate Resolution Passed April 2013

19.06 S13 Certification of Faculty to Teach Distance Education Courses

Whereas, Federal and state regulations, as well as accreditation standards, require that colleges ensure that distance education (DE) course offerings meet the same standards of instructional quality as on-site courses;

Whereas, Distance education pedagogical methods differ significantly from on-site instructional pedagogy, and as a result, effective, quality DE instruction requires faculty with relevant skills and training in distance education delivery and pedagogy to promote student success in this modality;

Whereas, In its paper Ensuring the Appropriate Use of Educational Technology: An Update for Local Academic Senates (Spring 2008), the Academic Senate states that colleges could “consider possible use of board-approved local minimum qualifications” that include technology skills but does not address the possible inclusion in local minimum qualifications of certification in DE pedagogical methods; and

Whereas, Title 5 §55208(a) requires that faculty assigned to distance education sections meet the same discipline minimum qualifications as on-site faculty, in accordance with Title 5 §53410, but is silent on qualifications beyond the required preparation to teach in a given discipline, such as qualifications to teach in the distance education modality;

Resolved, That the Academic Senate for California Community Colleges survey colleges to determine what local requirements exist for certification of faculty to teach in the distance education modality and communicate those results to the body by Spring 2014.

Distance Education Committee (CURRENT)

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.
- I. Collaborates and coordinates on areas of mutual interest with the Distance Education committee.

Distance Education Committee (PROPOSED)

Structure/Scope:

The Committee makes recommendations to the Senate regarding policies and plans for all aspects of distance education, and collaborates with all campus constituencies to support distance education students, faculty and administrators.

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 regarding distance education and other online delivery of instructional material, including the development of administrative regulations and Board of Trustees' policies, learning management systems, and other related digital education products and services.
- C. Supports faculty in development and delivery of their online courses by establishing best practices for online course delivery and recommended skills to teach in the distance education modality.