

Santa Monica College

Distance Education Committee Minutes of March 6, 2012

Members: Jamie Cavanaugh (chair), Julie Yarrish (vice chair), Dana DelGeorge, Keith Graziadei, Dan Hurley, Peggy Kline, Erica Leblanc

Members Excused: Wendi Demorst, Jenny Resnick

Interested parties: Kay Azuma, Teri Bernstein, Fariba Bolandhemat*, Ellen Cutler*, Stephen Druker, Janet Harclerode, Lucy Kluckhohn*, Peggy Kravitz*, Laura Manson*, Eve Mazzara, Christine Miller*, Waleed Nasr*, Eric Oifer, Wendy Parise*, Judith Remmes*, Marilyn Simons*, Odemaris Valdivia, Sal Veas
*Present

Guests: Deyna Hearn, Campus Disciplinarian and Esau Tovar, Student Honor Council

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

Approval of Minutes: A motion to approve the minutes of February 12, 2012 was made by Wendy Parise, seconded by Peggy Kline and unanimously approved.

Chair's Report:

- Jamie reported that there will be a number workshops on Flex Day of particular interest to online faculty including
 - ✓ Best Practices (Wendy), The Faculty Duper Tool (Julie Yarrish), SMC Technology Plan Update (Jocelyn Chong), The Road Ahead (Lee Johnston), Fostering Digital Innovation in Education (Jamie & Sal)

Vice Chair's Report:

- On May 1 the eCollege team will visit and present a roadmap of features and enhancements expected to be released over the next 24 months. Julie requested that suggestions on "wish list" items be emailed to her by April 1 to forward to eCollege in preparation for their visit.
- Hannah Alford, Institutional Research, will visit the committee on April 17 to discuss DE data.

Committee Members Discussion/Reports:

- eCollege "wish list" items suggested for further discussion by the committee are:
 - ✓ Student access to the grade-book;
 - ✓ Timed multiple entry tests for students;
 - ✓ More import function in the grade book;
 - ✓ Symbols and tables;
 - ✓ Lowest and highest scores;
 - ✓ Addition of pictures and/or avatars;
 - ✓ An alert when students post assignments.
 - ✓ Integration of clickers.

New Business:

- Deyna Hearn, Judicial Affairs, and Esau Tovar, Student honor Council, spoke to the process of dealing with inappropriate and/or unethical student behavior. Primarily Deyna handles the disciplinary issues while Esau addresses dishonesty. Among the tools they may use are issuing a warning letter, conducting a personal interview, or placing a hold on their records. It is highly recommended that all online faculty read the Code of Student Conduct and also check the appropriate areas of the Regs. They should also file the necessary forms so that, if necessary, repeat offenders can be tracked. Forms are available online. An educational rather than punitive approach is favored.
- Lucy Kluckhohn stated that another avenue that might be taken with students displaying inappropriate and/or unethical behavior would be through the Ombudspersons office.
- There was brief discussion by the committee on the possibility of banning students from online classes for a period of time including the challenges of implement such a ban.
- It was suggested by Wendy Parise that the committee consider developing guidelines and tools for disciplinary action.

Adjournment: The meeting was adjourned at 2:00 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, March 20, 2012.