# Santa Monica College
# Distance Education Committee

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

## Thursday, September 5, 2013 @ 11:15—12:35 PM
## Senate Conference Room HSS 261

1. Call to order
2. Action Items
   a. Approve Minutes of meeting, 05/28/2013
3. Announcements
4. Reports
   a. Distance Education Update—Julie Yarrish
   b. Senate Update—Sal Veas
5. Old Business
   a. Distance Education Faculty Certification—Sal Veas & Julie Yarrish
   b. Institutional Research Survey—(Fall 2013)
6. New Business
   a. Discuss goals, objectives, and activities for 2013-2014 (See page 4)
   b. Accessible Instructional Resources—Ellen Cutler (September 19)
   c. From the Committee
7. Adjournment

## Next meeting:
Thursday, September 19

**Santa Monica College
Distance Education Committee
Minutes of May 28, 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, Eric Oifer, *Wendy Parise, *Judith Remmes, *Marilyn Simons
*Present

The Santa Monica College Distance Education Committee was called to order by Sal Veas at 12:45 p.m.

**Approval of Minutes:**   A motion to approve the minutes of May 14, 2013 was made by Jenny Resnick, seconded by Mona Martin and unanimously approved subject to requested corrections.

**Chair's Report:**
- Bylaws approval:  The Academic Senate has again suggested a change to the verbiage and the committee has unanimously approved that change.
- Mitra Moassessi raised no opposition to certification and training or certification for online faculty.
- The committee was reminded that beginning in fall the day and time of meetings will be changed.

**Vice Chair's Report:**
- The summer eCompanion shells are in place.
- Turn-It-In has been integrated in eCollege.  It is now a campus-wide option (including eCompanion)
- The users are cautioned to dupe content forward before enabling TII.

**Ongoing Projects:**
- Best Practices Checklist:
  - Sal will continue to edit down an easily accessible reference document for faculty eyes only – this first pass for the Academic Senate's consideration..
  - A document that chairs can use for evaluation and/or resource.
  - There was discussion on the design and format of the checklist and it was agreed that it should be user friendly and useful.
  - The document should be published for public comment before final release.

**Committee Members Discussion/Reports:**
- Dana reported on published information that that stated that technology will be making it more difficult for students to cheat online than on ground.
- Jenny stated to some schools are using technology (cameras and microphones) for proctoring and recording students during exams.

**New Business:**
- Discussion of Accessible Instructional Resources as presented by Ellen Cutler has been carried over until the next meetin.

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

**Next Meeting:** The date, time and place of the next meeting of the Distance Education Committee will be announced.

**Distance Education Committee**
*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 constituencies to support distance education students, faculty, staff, and administrators.

**Functions:**
A. Provides a forum for dealing with evolving issues in distance and digital 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 and maintaining best practices for online course delivery and recommends skills for teaching online.
D. Collaborates and coordinates on areas of mutual interest with other senate committees.


## Meetings

**Time**: 11:15-12:30pm
**Location**: Senate Conference Room (HSS 261)
(unless otherwise noted)
*Joint DE/ISC Meeting

**Fall Term 2013**
Thursday, September 5
Thursday, September 19
Thursday, October 3*
Thursday, October 17
Thursday, October 31
Thursday, November 14
Thursday, November 21*
Thursday, December 5

**Spring Term 2014**
Thursday, February 27
Thursday, March 13
Thursday, March 27
Thursday, April 10*
Thursday, May 1
Thursday, May 15
Thursday, May 29

**Goals, Objectives, and Activities**

These are all open ended.  We can discuss how, and if, we want to address them.  Bring your items that you would like to add.  I would like to put everything on the table, big or small.  We can then prioritize those items that we can address, and recommend items to other committees if appropriate.

A. Course Management System options; Pearson Learning Studio Contract

B. Census Drop Roster and Verification for DE.

C. Add codes for DE.

D. Guidelines for Required Instructional Materials
> *(c) Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.*

E. DE Certification: Development & Implementation

F. Training Options, The Center, PDC, etc.  Where do I begin?