

**Santa Monica College  
Distance Education Committee**

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

**Thursday, September 19, 2013 @ 11:15–12:35 PM  
Senate Conference Room HSS 261**

1. Call to order
2. Action Items
  - a. Approve Minutes of meeting, 09/05/2013
3. Announcements
4. Reports
  - a. Distance Education Update—Julie Yarrish
  - b. Senate Update—Sal Veas
5. Old Business
  - a. Distance Education Faculty Certification—(Fall 2013)
  - b. Institutional Research Survey—(Fall 2013)
  - c. Goals, objectives, and activities for 2013-2014 (Ongoing, see page 3)
6. New Business
  - a. Accessible Instructional Resources—Ellen Cutler
  - b. Course Management System: Pearson Contract Renewal
  - c. From the Committee
7. Adjournment

**Next meeting:**  
Thursday, October 3

## Santa Monica College

### Distance Education Committee Minutes of September 5, 2013

**Members:** Sal Veas (chair), Julie Yarrish (vice chair), Mona Martin, Wendi DeMorst. Voting faculty membership is pending.

Present: Jamie Cavanaugh, Tim Cramer, Ellen Cutler, Dana Del George, Walter Meyer, Wendy Parise, Judith Remmes, Jenny Resnick, Saul Rubin, Odemaris Valdivia.

The Santa Monica College Distance Education Committee was called to order by Sal Veas at 11:15

**Approval of Minutes:** A motion to approve the minutes of May 28, 2013 was made by Dana Del George, seconded Odemaris Valdivia and unanimously approved.

#### Vice Chair's Report:

- Julie reported that she presented the annual DE report to the Board of Trustees on September 3<sup>rd</sup>. Questions were raised by the trustees regarding the DE committee working on a student user survey, CMS needs assessment and faculty training resources.
- We are nearing the end of our current CMS contract and it is time to reassess our needs and direction moving forward.

#### Chair's Report:

- Sal discussed the objectives/goals and activities and projects for the committee for the coming year. Among the items are:
  - AR 4320 "Attendance" guidelines and how they apply to online classes.
  - Renew discussion on how/if the current wait-pool & add code process is meeting the needs of the DE faculty.
  - Faculty readiness/competency project.
  - How the faculty evaluation forms better reflect the online classroom and its pedagogy.
  - "The Center" & PDC training options for the online teaching community.
  - Expand Google app accessibility to staff and faculty (with caution)
  - Student support for Google

#### Committee Members Discussion/Reports:

- Regarding "substantive participation" can the committee or larger group on campus work to create clear guidelines?
- How does the new instructional materials and guidelines impact online education?

#### Ongoing Business:

- Faculty Certification (update to be provided by Wendy & Julie later this term).
- Ellen Cutler to present her document on Accessible Instructional Resources"

**Adjournment:** The meeting was adjourned at 12:35p.m.

**Next Meeting:** The next meeting of the Distance Education Committee will be in HSS 261 (Senate Conference Room) Thursday September 19 from 11:15-12:30.

## **Goals, Objectives, and Activities**

- A. Course Management System options; Pearson Learning Studio Contract.
- B. Census Drop Roster and Verification for DE. Substantive participation. No longer the right to fail. Inform faculty of DE and Hybrid options with AR 4320.
- C. Add codes for DE. The impact of wait list on DE. Invite Kiersten Elliott to a DE meeting
- D. Guidelines for Required Instructional Materials. DE and ISC discussion item.
- E. DE Certification: Development & Implementation
- F. Training Options, The Center, PDC, etc. Where does a faculty member begin?
- G. Student Survey, Institutional Research
- H. Honor Signature. Duke University example. Should we develop an option for SMC?