

Santa Monica College

Distance Education Committee Minutes of October 31, 2013

Members: Sal Veas (chair), Julie Yarrish (vice chair), Jamie Cavanaugh, Dana DelGeorge, Wendi DeMorst, Peggy Kravitz, Mona Martin, Walter Meyer, Judith Remmes, Saul Rubin, Odemaris Valdivia
*Excused Absence

Interested parties: Tim Cramer*, Ellen Cutler, Keith Graziadei, Peggy Kline*, Laura Manson, Christine Miller*, Pete Morris*, Wendy Parise*, Jenny Resnick*, Marilyn Simons*, Diem Nguin*
*Present

The Santa Monica College Distance Education Committee was called to order by Sal Veas at 11:17A.M.

Approval of Minutes: A motion to approve the minutes of October 3, 2013 was made by Mona Martin , , seconded by Wendi DeMorst and unanimously approved.

Chair's Report:

- Sal is working on AR4321 and will present updates to the committee when they are available.

Vice Chair's Report:

- Julie reported that eCollege is releasing enhancements to the gradebook, an import/export tool, an attendance tool, and the option of facilitating rubrics. Roll-out to our campus will be staggered.

Old Business:

- CMS – Canvas visit: After brief discussion the decision was made that the November 14 meeting with the representatives of Canvas would take place in Business 263. Among the questions to be addressed; which publisher and textbooks integrate with their system; exams; Turn-It-In integration; gradebook functionality. Other topics should be forwarded to Sal and/or Julie by 11/6. The issue of the loss of “legacy” content brought on by to move to another platform was raised.
- Instructional Materials Requirements: During discussion it was determined that the Committee might opt to provide clear guidance to online faculty.
 - Provide information on what materials are used;
 - There was discussion on whether to create an AR;
 - Will a Best Practices document provide necessary information;
 - Should Instructional Materials Requirements come from the Curriculum Committee;
 - Mona Martin will be meeting with Georgia Lorenz and will report to the committee;
- Faculty Certification: It was reported that, with the exception of cost, certification of faculty for online teaching is not a union issue.

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

Next Meeting: The next meeting of the Distance Education Committee in Business 263 at 11:15 A.M., Thursday, November 14.