Santa Monica College
Distance Education Committee
http://www.smc.edu/ACG/AcademicSenate/AScommittees/Pages/Distance-Education.aspx
Agenda

Thursday, March 27, 2014 @ 11:15—12:30 PM
Senate Conference Room HSS 261

1. Call to order
2. Action Items

    a. Approve Minutes of meetings: 02/27, 3/13

3. Announcements
4. Reports

    a. Distance Education Update—Julie Yarrish

    b. Technology Planning Committee

    c. Technology Retreat—Sal Veas

5. Old Business

    a. Distance Education Faculty Certification Pilot—Julie Yarrish, Wendy Parise

    b. Institutional Research Survey Update—Sal Veas

    c. Goals, Objectives, Activities Revisited—Sal Veas

6. New Business

    a. SMC.edu connectivity issues and eCollege/eCompanion access

    b. Course Shell Faculty Evaluation Process

    c. Top 10 Best Practice Cheat Sheet—Sal Veas

    d. ISC & DE Joint Meeting, April 10, BUS 144

    e. From the Committee

7. Adjournment

Next meeting:
Thursday, April 10 Joint Meeting
Thursday, May 1, 15, 29

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, *Diem Nguyen, *Wendy Parise, *Jenny Resnick, *Marilyn Simons
*Present

Invited Guests: Ani Aharonian, Hannah Lawler

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

Approval of Minutes: A motion to approve the minutes of December 5, 2013 was made by Wendi DeMorst, seconded by Saul Rubin, and unanimously approved.

Vice Chair's Report:
- Julie reported that on day 1 of the spring semester there were 11,675 online enrollments.
- The system-wide CCC CVC Exchange project is a couple of years in the future and when/if finalized will not be the mandatory CMS for all community colleges. However, it will be required that faculty who teach classes run through the CVC will need to be certified.

Ongoing Projects:
- Survey: Hannah Lawler reviewed the survey process for the committee and stated that her office will administer the survey which will be deployed after spring break (April 14 – 18). She asked the committee to promote the survey to other faculty. Latest draft has been posted to FAC 101 for committee viewing and comments which are due no later than March 20 via word doc. upload. Hannah to return on March 27th for final discussion before deployment.
- Flex Day Activities: Sal suggested that the Distance Education Flex Day workshop consist of a series of mini (8 to 10 minute) demonstrations of various features/tools in order to give attendees a "taste" of eCourse/eCompanion features. After discussion the committee agreed to this approach. Dana DelGeorge, Walter Meyer, Saul Rubin, and Sal have volunteered to be presenters.
- DE Faculty Certification: During the discussion the suggestion was made that the Center for Education & Technology support DE faculty with their technology/pedagogy needs in association with DE faculty readiness. During a discussion of "build or buy" training the consensus was to use the model from other community colleges, we buy a block of 100 seats from @One for their foundation course which would roll out during the fall 2014 semester. During the discussion on options for and how to implement training, there was also the suggestion that perhaps that "Center" funding might also be allocated for a faculty mentor/leader for ten hours per week.

Adjournment: The meeting was adjourned at 12:30 p.m.

Next Meeting: The next meeting of the Distance Education Committee will be in HSS 261 (Senate Conference Room) 11:15 A.M., Thursday, March 13, 2014.

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**

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

Invited Guests: (Pearson/eCollege): Greg Eiselein – Manager, Learning studio; Jessica Hector – Strategic Account Manager; Colleen Quinn – Client Services Consultant

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

Approval of Minutes: The reading and approval of the minutes of the meeting of February 27, 2014 was tabled.

New Business:
• There was a brief introduction by all present.

• Greg Eiselein proceeded with a run-down, goals and status of Pearson/eCollege products currently in the "pipeline":
     ✓ eCollege has made some improvement on release times and is continuing to further speed up those times;
     ✓ They are continuing to make progress to move faster and be more responsive;
     ✓ There will be more focus and concentration on individual issues and products;
     ✓ Jessica Hector reported that the expanded Help Desk has improved since fall 2013;
     ✓ In general communications has been improved;
     ✓ They have, and will continue the way products are released;
     ✓ Large releases will include an "on – off" feature with a 60-day trial period before being turned on across the board;

• 2012/2013 Releases:
     ✓ Threaded discussion
     ✓ Accessibility
     ✓ Social Course Home – Performance Enhancements (moved further into beta – ok to use)
     ✓ Gradebook was upgraded;
     ✓ Rubrics notification
     ✓ Assessment/Grading items have been added in the last 12 months;
     ✓ An "adding content" item is currently in the works;
     ✓ Exam Visual editor for essay and short answer questions (available now)
     ✓ Grademark integration with Turn-It-In (available now)
     ✓ Mobile iPad (awaiting SMC to complete SSO integration component - requested 7/2013)

• Anticipated for 2014 delivery:
     ✓ Display multi-take exam attempts;
     ✓ Threaded discussions: (sorting options, hide topic, post first, message counts) Avatars pending

- o A re-design with update look and feel. Tentatively anticipated to be released in two stages, June 2014 and November 2014;

- ✓ Audio/video in course, i.e. ability to capture short recordings. Anticipated release end of 2014 if 508 compliance issues can be addressed.
- ✓ Gradebook
  - o Convert numeric to letter grade
  - o Drop high and low grades
- ✓ Social course home page
- ✓ Mobile: iPhone (available now) Android forthcoming
- ✓ Exams: Display attempts, multi take exams
- ✓ Auto save in threads and gradebook

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

Next Meeting: The next meeting of the Distance Education Committee will be in HSS 261 (Senate Conference Room) 11:15 A.M., Thursday, March 27.

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?