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

Thursday, May 1, 2014 @ 11:15–12:30 PM
Senate Conference Room HSS 261

1. Call to order

2. Action Items

    a. Approve Minutes of meetings: 03/27

3. Announcements

4. Reports

    a. Distance Education Update—Julie Yarrish

5. Old Business

    a. Distance Education Faculty Certification Pilot Update—Julie Yarrish

    b. 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. Remote proctoring: Tegrity

    e. Pearson Learning Studio iPad App

    f. From the Committee

7. Adjournment

Next meeting:
Thursday, May 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*, Kevin Graziadei, Ebrihim Jahangard*, Peggy Kline, Laura Manson, Christine Miller, Pete Morris*, Wendy Parise*, Jenny Resnick, Marilyn Simons*, Diem Nguyen*   *Present
Guests: Ani Aharonian, Hannah Lawler

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

Approval of Minutes: A motion to approve the minutes of February 27 and March 13, 2014 was made by Saul Rubin, seconded by Mona Martin and approved unanimously.

Chair's Report:
- The Distance Education Flex Day workshop was well received and faculty found the information presented to be helpful.

Vice Chair's Report:
- Tools anticipated for summer release:
    - Visual Editor in exam tool
    - Hide a unit feature (already in release)
    - Mobile App faculty and students (awaiting SSO from SMC MIS team)
- The content item duper tool will be piloted by the Business dept.
- The Chancellors office is moving toward state-wide platform for online classes. Certification for all California online faculty will be part of the participation requirements.
- Academic Affairs and "The Center" will fund a block of 30 @One seats and a mentor/trainer for the four week pilot. After discussion the committee agreed that the first cohort should be a mix of experienced and novice online teachers, department chairs, and interested committee members.

Ongoing Projects:
- Ani and Hannah presented information on the status on the Online/Hybrid Student Survey. After the addition of 2 to 4 questions the survey will be deployed to all spring semester students in classes starting on week 1 and 4. Notification will be sent to faculty so that they can alert their students and encourage them to respond to the survey.

Committee Members Discussion/Reports:
- There was brief discussion regarding the eCollege and Canvas presentations. Comments were made relative to concerns about Canvases lack of ADA 508 compliance for some tools and there are concerns over no longer having access to the eCollege Legacy shells when/if we migrate to another CMS.
- Sal reminded the committee of Jocelyn's statement that, no matter which platform we used for our online classes, they would not be hosted by SMC.
- There was brief discussion of the eCollege presentation of March 13.

- It was reported that lecture capture, proctoring, and future technology needs were among the items considered important for online classes.

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

Next Meeting: The next meeting of the Distance Education Committee will be a joint meeting with the ISC on April 10 in B111.

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?