Santa Monica College

Distance Education Committee
Minutes of September 11, 2014

Members: Sal Veas (chair), Julie Yarrish (vice chair), Dana DelGeorge, Lee Johnston*, Peggy Kravitz, Mona Martin**, Walter Meyer, Saul Rubin, Odemaris Valdivia
*Absent
**Excused Absence

Non-voting members and Interested parties present: Tim Cramer*, Jamie Cavanaugh, Ellen Cutler, Kevin Graziadei, Ebrahim Jahangard*, Peggy Kline, Laura Manson, Christine Miller*, Pete Morris*, Wendy Parise*, Jenny Resnick*, Diem Nguyen*, Ebrahim Jahangard*, Patti Nakao*, Judith Remmes, Steve Sedky*, Diane Gross*, Fariba Bolandhemat*
*Present

The Santa Monica College Distance Education Committee was called to order by Sal Veas at 11:19a.m.

Approval of Minutes: A motion to approve the minutes of May 29 was made by Peggy Kravitz seconded by Saul Rubin and unanimously approved.

Chair's Report:
- The Brown Act guidelines were discussed including updates. New changes include the new process for recording votes by name.
- Updates to the DEC website are underway. More info to follow soon.
- OEI CMS Survey. It was discussed how to best have the SMC DEC members participate in this survey given the very short timeline they survey will be available.
- Summer DEC members participating @ONE Introduction to Online Teaching & Learning. Participants were: Fariba Bolandhemat, Dana Del George, Ebrahim Jahangard, Walter Meyer, Sal Veas and Julie Yarrish. All comments were how positive this experience was and how it could benefit anyone teaching online (long-time teachers & new).

Vice Chair's Report:
- The Distance Education Department moved into the new IT building. Due to the new layout and design of the Media Center, the offices and staff are now behind a restricted area. If faculty wish to visit or meet, it is advised they call in advance insure DE staff are available.
- DE Faculty Certification pilot prepared to launch 9/22. There was a large pool of interested faculty who wanted to volunteer as participants. 44 faculty submitted applications. 30 faculty were accepted into the pilot, the other 14 waitlisted.

Ongoing Projects:
- There was a discussion on the faculty evaluation process for online classes. How can we best replicate the on-ground process? What type of view and what type of timelines should the evaluator have to complete this task?

New Business
- Request for committee members to submit their suggestions for the new year list of goals & objectives. Suggestions included online tutoring for online students, student identity software and options, other software products for test proctoring, CMS updates.

Adjournment: The meeting was adjourned at 12:26 p.m.

Next Meeting: The next meeting of the Distance Education committee will be Thursday September 25 from 11:15-12:30. Location: Senate Conference Room HSS 261