Santa Monica College
Distance Education Committee
Agenda

Thursday, November 20, 2014 @ 11:15—12:30 PM
Senate Conference Room HSS 261

1. Call to order
2. Action Items
   a. Approve Minutes of meeting: 10/23
3. Announcements
4. Reports
   a. Distance Education Update—Julie Yarrish
5. Old Business
   a. Online Tutoring—Julie Yarrish, Mona Martin
   b. Add codes for Distance Education (report)
   c. Best Practice Cheat Sheet
6. New Business
   a. Distance Education Spring Survey IR Review—See attachment
   b. "Proctoring" solutions and evaluations—Spring 2015
7. From the Committee
8. Adjournment

Next meeting:
Thursday, December 4 (Media Center Conference Room)

Santa Monica College
Distance Education Committee
Minutes of October 23, 2014

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

Interested parties: Tim Cramer, Ellen Cutler*, Kevin Graziadei*, Peggy Kline, Laura Manson*, Christine Miller*, Pete Morris*, Wendy Parise*, Jenny Resnick*, Diem Nguyen, Ebrahim Jahangard, Patti Nakao, Steve Sedky*, Diane Gross, Fariba Bolandhemat, Chau Tran
Judith Remmes   *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 10/9 was made by Dana Del George seconded by Wendy Parise and unanimously approved.

Chair's Report:
- The 11/6 DE meeting has been cancelled due to scheduling conflicts.
- Add Code discussion was presented to the Academic Senate. The concerns about the current system/process and its effectiveness go beyond the distance education community and will now include all stakeholders. DE committee members suggested ability to purge waitlisters, create add codes earlier (two weeks out), creating an expiration date on add codes, having the ability to text students as a communication tool tied to add codes (and beyond). When will a texting option be made available in mProfessor?

Announcements
- Christine Miller announced upcoming eCollege exam enhancements being released to our campus including randomizing distracters. These will be available in the exam toolbox.

Vice Chair's Report:
- OEI Update: Course rubric guidelines have been posted to FAC 101 document sharing. Michelle Pillati, former President of Statewide Academic Senate now chair of the Professional Development committee, has been one of the leads in the formation of these guidelines along with other CCC OEI faculty in this workgroup.
- OEI Common CMS: RFP went out 9/8. Responses due 10/20 and contact expected to be signed 12/31. It remains to be seen if non-OEI institutions will be able to benefit from the CMC and other related services such as tutoring and proctoring.

Ongoing Projects:
- Add code deployment process and deployment schedule (see above)
- Tutoring

Adjournment: The meeting was adjourned at 12:22 p.m.

Next Meeting: The next meeting of the Distance Education committee will be Thursday November 20th 11:15-12:30. Location: Senate Conference Room HSS 261

Members	Minutes of 10/9/14
Dana Del George	Yes
Peggy Kravitz	Yes
Walter Meyer	Excused
Saul Rubin	Yes
Odemaris Valdivia	Absent
Sal Veas	Yes
Lee Johnston	Yes
Mona Martin	Yes
Julie Yarrish	Yes