

**Santa Monica College**  
**Distance Education Committee**  
**Minutes of April 9 2015**

**Members:** Sal Veas (chair), Julie Yarrish (vice chair), Jamie Cavanaugh\*\*, Dana Del George, Lee Johnston, Peggy Kravitz, Nick Mata\*\*, Walter Meyer\*, Saul Rubin\*, Diane Gross  
\*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\*, Odemaris Valdivia\*, Fariba Bolandhemat\*, Chau Tran, Judith Remmes, Mark Foster\*                    \*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 3/26 was made by Peggy Kravitz seconded by Dana Del George and unanimously approved.

**Special Report – Tutoring Services & Support for Online Students**

- Guest Georgia Lorenz, VP of Academic Affairs discussed with the committee the urgency of addressing tutoring needs for online students based on the 2010 Accreditation Team Evaluation Report. The committee needs to move forward on this, at least in pilot form by fall 2015. The Accrediting Team report specifically listed then Standard II.C now Standard IIB.4 and IIB.4 tied to student support mirroring what services are offered on-campus. Online tutoring (24/7/365) needs to be implemented quickly. Vendors suggested were SmartThinking and NetTutor (OEI designated vendor) but other vendors are fine if that is the direction of the committee.
- Action: The committee agreed to schedule two vendor webinars at the next available meeting on May 7<sup>th</sup>. Vendors listed above. Once a vendor has been selected for the pilot, a fall run will be put into place, classes/faculty identified as pilot groups and assessment will follow after the term end.

**Chairs Report**

- Ongoing discussion of adopting the @ONE online course standards (iNacol) as well as the OEI rubric which is currently under revision as the SMC DE "Effective Practices" guidelines.
- The upcoming ISC/DE meeting will focus primarily on CMS & OEI CCMS discussions. Chair Veas to email both committees the YouTube video on the migration process from eCollege to Canvas from the Chicago School of Professional Psychology.

**Announcements**

- The Center is using Canvas for an apprentice project.

**Vice Chair's Report:** Regarding the Chicago School of Professional Psychology migration video and them using a vendor to export content from eCollege to Canvas, using an outside vendor has always been an option for our institution. The process of faculty moving their content

forward, while time consuming, could be beneficial in learning the course design aspect of the new platform and serve as insurance that all content is moved forward and properly formatted (building in QA process).

**Ongoing Projects:**     **Tutoring**  
                                  **Faculty Readiness Projects**

**Adjournment:** The meeting was adjourned at 12:25p.m.

**Next Meeting:** The next meeting of the Distance Education committee will be Thursday May 7<sup>th</sup> in HSS 301 (conference room) from 11:15-12:30 (we will be reviewing two tutoring vendors via webinar)

Voting Tally – Minutes from March 26, 2015

| <b>Members</b>  | March 26, 2015 |
|-----------------|----------------|
| Dana Del George | Yes            |
| Peggy Kravitz   | Yes            |
| Walter Meyer    | Excused        |
| Saul Rubin      | Excused        |
| Diane Gross     | Yes            |
| Sal Veas        | Yes            |
| Lee Johnston    | Yes            |
| Nick Mata       | Absent         |
| Julie Yarrish   | Yes            |