

**Santa Monica College
Distance Education Committee**

<http://www.smc.edu/ACG/AcademicSenate/AScommittees/Pages/Distance-Education.aspx>

Agenda

**Thursday, May 21, 2015 @ 11:15–12:30 PM
Senate Conference Room HSS 261**

1. Call to order
2. Action Items
 - a. Approve Minutes of meeting: 4/9 & 4/23 & 5/7
3. Announcements
4. Reports
 - a. Distance Education Update—Julie Yarrish
 - b. OEI Course Design Rubric Training—Sal Veas
5. Old Business
 - a. Tutoring Service Providers Selection
 - i. NetTutor, <http://www.nettutor.com/>
 - ii. Smarthinking, <http://www.smarthinking.com>
 - b. Best Practice Cheat Sheet (Continue Discussion if there is time)
(If links do not work, visit DE website 2014-2015 OEI Docs.)
 - i. Standards for the Instructor
http://www.smc.edu/ACG/AcademicSenate/AScommittees/Documents/Distance_Education/DE_2014_2015/OEI/Standards_for_Quality_Online_Teaching.pdf
 - ii. Standards for the Course (New Version)
http://www.smc.edu/ACG/AcademicSenate/AScommittees/Documents/Distance_Education/DE_2014_2015/OEI/OEI_Course_Design_Rubric_2015_0501.pdf
6. New Business
 - a. Canvas Adoption Discussion
 - b. DE Committee 2015-2016—Pete Morris
7. From the Committee
8. Adjournment

Next meeting:

Thursday, June 4: HSS 261

**Santa Monica College
Distance Education Committee
Minutes of May 7, 2015**

Members: Sal Veas (chair) Excused, Julie Yarrish (vice chair), Jamie Cavanaugh**, Dana Del George, Lee Johnston, Peggy Kravitz, Nick Mata, Walter Meyer**, Saul Rubin, Diane Gross**

**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*, Mark Foster*, Chau Tran, Judith Remmes *Present

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

Approval of Minutes: All minutes to be approved at next meeting on May 19th.

Today's meeting was devoted to reviewing two tutoring companies via webinar. NetTutor and SmartThinking each had

Chair's Report:

- No report this week.

Announcements

- The committee will de-brief and revisit the vendor presentations at the 5/19 meeting. Members were asked to take notes so they can be used at the next meeting for a full discussion on vendor selection for and timelines to roll out pilot for fall 2015.

Vice Chair's Report:

- No Report this week.

Ongoing Projects:

- Add code discussion to be tabled and revisited when necessary.
- Faculty Readiness: Discussions continued on how to move forward once faculty participate in Readiness projects. Do we certify as other institutions have done? Do we frame this process as a "pathway"? Should we use the iNacol best practices guidelines vs. creating our own?

Adjournment: The meeting was adjourned at 12:25

Next Meeting: The next meeting of the Distance Education committee will be Thursday May 19, 2015 in the Academic Senate Conference room HSS 301

**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 7th. 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 7th in HSS 301 (conference room) from 11:15-12:30 (we will be reviewing two tutoring vendors via webinar)

Members	Minutes of 2/26/15
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

Information Services Committee (ISC) and Distance Education (DE) Joint Meeting Minutes

Attendees: Simon Balm, Alan Buckley, Jamie Cavanaugh, Jocelyn Chong, Tim Cramer, Ellen Cutler, Dana DelGeorge, Al Desalles, Maria Erickson, Mark Foster, Keith Graziadei, Diane Gross, Steve Hunt, Ebrahim Jahangard, Peggy Kravitz, Steve Peterson, Nick Mata, Walter Meyer, Christine Miller, Pete Morris, Diem Nguyen, Jenny Resnick, Steven Sedkey, Sal Veas, Julie Yarrish

Meeting time: 4/23/2015, 11:15 AM to 12:30 PM

1. The ISC Committee will review the minutes of the 3/4/15 and 4/2/15 meeting at the next ISC meeting on April 30, 2015.
2. Jamie reminded the Committee that the next ISC Committee meeting will be on 4/30/2015 and the next DE meeting is 5/7/15.
3. Jocelyn briefly summarized the implementation status of technology objectives. Five year refresh plan and budget, implementation of Smart classrooms, update of network, security update, and student EdPlan were all completed.
4. Sal gave an update on OEI Conference and started the discussion on Canvas. The DE committee started looking at Canvas eighteen months ago. In two weeks, the DE committee is looking at an online tutoring system. Sal brought up the question: "how do we evaluate a LMS?" The intent of the law and the OEI is that the 122 Community Colleges would use the same platform. The Community Colleges picked Canvas which is ADA compliant. How long do we have? The eCollege contract is ending a year from June (June 2016). Pasadena City College migrated to Canvas over a summer. What is the process of migration? Currently, Canvas is in the process of finalizing support agreements and student admission integration.
5. There were several comments and questions brought up by members and guests. A guest to the meeting mentioned that the eCollege grade book is better than Canvas. The question was brought up, "How many people are willing to switch?" Most hands were raised but an official vote was not taken. There was discussion that the educational process needs to take place first. Since eCollege is built on a very old platform, there was some discussion that eCollege may be a dead platform and what do we do if we stay on the platform? Another member asked "is possible to use two platforms at same time?" And "can we buy migration support thru Canvas?"

There was discussion that faculty need a longer migration period rather than shorter. Dual platforms could happen Fall 2016 or the College could create mirror (development) sites and flip a switch when ready.

Topics discussed:

Decision making and adoption steps
Communication and education plans to announcement the opportunity
Faculty training plans
Student Information integration
Content migration plans
Deployment model (develop => Pilot => production) and roll-out timeframe

6. More discussion needs to take place. Must find more details regarding the OEI timeline and discuss the timing of a possible migration in more detail.