Santa Monica College
Distance Education Committee

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

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Agenda

Tuesday, 6 October 2015 @ 12:45 – 2:00 pm
Media Center Conference Room (M110)

1. Call to order

2. Public comments

3. Announcements

4. Action Items

   a. approval of minutes for meeting of 4 June 2015
      http://www.smc.edu/ACG/AcademicSenate/AScommittees/Documents/Distance_Education/DE_2014_2015/2015_0604_Minutes_DE.pdf

   b. approval of minutes for meeting of 15 September 2015
      http://www.smc.edu/ACG/AcademicSenate/AScommittees/Documents/Distance_Education/DE_2015_2016/2015_0915_Minutes_DE.pdf

   c. committee goals for 2015-16 (see page 2)

   d. revised Scope and Functions (see page 3)

5. Reports

6. Old Business

   a. Canvas (http://www.smc.edu/ACG/AcademicSenate/AScommittees/Pages/Canvas.aspx)

7. New Business

8. From the Committee

9. Adjournment

Next meeting:

October 20

Santa Monica College Distance Education Committee

Goals for 2015-16

Facilitate Canvas adoption discussion and preparation

Review online tutoring pilot

Promote campus-wide adoption of the two OEI Professional Development Workgroup docs as Effective Practice guidelines

Continue to support @ONE training of DE faculty and investigate certification

Review committee scope and function

Revisit Curricunet new-course forms in light of OEI/@ONE course design standards

~~Investigate a policy that discourages faculty from using online tools outside of our CMS (including publisher websites) for assessment~~

Investigate a policy regarding faculty using online tools outside of our CMS (including publisher websites), especially for purposes of assessment

~~Encourage college to hire an Instructional Designer~~

* DRAFT FOR ADOPTION *

Santa Monica College Distance Education Committee

Scope and Function

Scope:

~~The Committee makes recommendations to the Senate regarding policies and plans for all aspects of distance education, and collaborates with all campus constituencies to support distance education students, faculty, staff, and administrators.~~

The Committee serves as the Senate's and the College's primary resource and recommending body on academic and professional matters regarding distance and online education.

Functions:

A.   Provides a forum for dealing with evolving issues in distance and ~~digital~~ online education and disseminates information about these issues to the campus community.

B.   Makes recommendations to the Academic Senate regarding distance education and other online delivery of instructional material, including the development of administrative regulations and Board of Trustees' policies, ~~learning~~ course management systems, and other related digital education products and services.

C.   Supports faculty in development and delivery of their online courses by establishing and maintaining best practices for online course delivery and recommends skills for teaching online.

D.   Collaborates and coordinates on areas of mutual interest with other senate committees and campus constituencies.