

**Santa Monica College  
Distance Education Committee  
Minutes of October 6, 2015**

**Voting Members:** Pete Morris (chair), Julie Yarrish (vice chair), Ron Furuyama, Christina Gabler, Dana DelGeorge, Peggy Kravitz, Jenny Resnick, Odemaris Valdivia

**also in attendance:** Marilyn Lee, Sal Veas , Yvonne Ortega, Cassie Rockwell, Gary Ortega

The Santa Monica College Distance Education Committee was called to order by Pete Morris at 12:48 p.m.

**Action Items:**

Approval of minutes from June 4 -- Moved by Peggy Kravitz and seconded by Jenny Resnick. Approved unanimously (6-0), with two abstentions.

Approval of minutes from September 15 -- Moved by Ron Furuyama and seconded by Christina Gabler. Approved unanimously (6-0), with two abstentions.

Approval of committee goals for 2015-16

- Clarification of goal tied to encouraging faculty users – via a “policy” to use the District designated CMS as much as possible. Important when hosting assessment so we can ensure DCS student have their legally mandated additional test time configured by DE department staff. It is anticipated that if we migrate to Canvas, a more streamlined integration can be in place for publisher content supporting platform use and ensure student accommodations are being addressed and put in place.
- It was mentioned that there is a need to revisit Curricunet new-course forms, to ensure that course design standards are also met with the approval process for DE courses. In the near future, there will be an opportunity for the next cohort to participate in @ONE training for DE faculty (Canvas will be the CMS used).
- Online tutoring pilot will begin second 8-weeks of Fall 2015. The review of the outcome will be in Spring 2016.
- Motion to approve list of committee goals for 2015-2016 year, as presented with the agenda. Move by Peggy Kravitz and seconded by Odemaris Valdivia. Approved unanimously (8-0).

Approval of revised Distance Ed committee Scope and Function -- Approved as presented with the agenda. Moved by Dana Del George, seconded by Christina Gabler. No discussion. Approved unanimously (8-0).

**Old Business - Canvas:**

- The DE committee will continue to work on a rationale on why Canvas is being recommended in preparation for the next Senate meeting so they can issue their Senate resolution on the migration. Academic Senate has asked the DE committee to send forth their final version quickly (before the Senate convenes next).
- A small ad-hoc workgroup will collaborate on editing the DE committee rationale for our migration to Canvas to provide rationale to Academic Senate. The revised document will appear on the committee website:  
<http://www.smc.edu/ACG/AcademicSenate/AScommittees/Pages/Canvas.aspx>
- Chair showed the committee a draft version of the Canvas-information website. Suggestions were made on the order of items on the resource list as well tempering the rationale on why the DE committee feels a migration to Canvas would better meet the needs of the community vs. our current CMS.
- There was mention that although the Canvas recommendation is supported by the district, there are still important issue and needs (i.e. 24/7 technical support) to address before the potential transition.
- Reminder: A representative from Canvas will present on October 15, 2015 during activity hour. Committee members are encouraged to compile a list of questions for Canvas presentation.

**Adjournment:** The meeting was adjourned at 2:03 p.m.

**Next Meeting:** The next meeting of the Distance Education committee will be Tuesday, October 20 from 12:45 - 2:00 p.m. Location: Media Center Conference Room (M 110).

Please remember that there is no food or drink allowed in the conference room.

DEC Members	Minutes of 6/4	Minutes of 9/15	Goals 2015-16	Scope and Function
<b>Ron Furuyama</b>	abstain	Yes	Yes	Yes
<b>Christina Gabler</b>	abstain	Yes	Yes	Yes
<b>Dana Del George</b>	Yes	abstain	Yes	Yes
<b>Peggy Kravitz</b>	Yes	Yes	Yes	Yes
<b>Pete Morris</b>	Yes	Yes	Yes	Yes
<b>Jenny Resnick</b>	Yes	Yes	Yes	Yes
<b>Odemaris Valdivia</b>	Yes	Yes	Yes	Yes
<b>Julie Yarrish</b>	Yes	abstain	Yes	Yes