

**Santa Monica College
Distance Education Committee**

Minutes of March 1, 2016

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

also in attendance: Fran Chandler, Ellen Cutler, Matt Hotsinpiller, Shawn Jordison, Georgia Lorenz, Laura Manson, Christine Miller, Diem Nguyen, Gary Ortega, Cassie Rockwell, Tammara Whitaker

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

Public Comments: None

Announcements: regular March 15 meeting date is Flex Day. People are encouraged to attend one or both Canvas sessions to “Meet the Mentors” and learn more about the migration process.

The next DEC meeting on April 5 will include a presentation from Hannah Lawler from the Office of Institutional Research. Discussion items are - per Hannah: *The IE Committee would like to present and facilitate a discussion of the college’s performance on the two indicators” (DE success and DE retention gap).*

Action Items: Approval of minutes from December 1 and December 8. Approved unanimously (7-0), with no abstentions.

Old Business:

DEC’s role in supporting and ensuring high-quality online teaching

There was ongoing discussion on how the District (especially the DE committee & DE department) will manage the needs of faculty as they learn Canvas, including best use of the current mentoring team or need to expand the faculty-peer mentoring team.

Academic Senate leadership has requested further discussion of guidelines for training and faculty support during this transition, including what it means to be qualified or prepared to teach online. The current set of guidelines approved by the DE committee in December will need to be revised before seeking approval of the Senate.

Faculty readiness for online faculty was discussed including that teaching online required a skillset of understanding online pedagogy and technology. It was suggested that online teaching assignment suggestions continue to fall under of the department chairs with the ultimate “right to assign” the purview of Academic Affairs.

Vice-Chair's update on the Canvas Migration/Transition

Five eCollege classes were test migrated to Canvas as a sample. Content copied over in various forms, some displayed well and others were formatted differently. Courses with rich publisher content (publisher links) were broken in the transition, necessitating faculty doing some updating.

An 8-faculty mentoring team was identified with plans on how to best meet the needs of the various cohorts of faculty during the migration. Online faculty will have the option of remaining in eCollege through the end of the Fall 2016 semester, a full calendar year after the announcement of the Canvas transition. Some early adopters will begin teaching online in Canvas in April 2016; this faculty cohort will be the first to receive mentoring, followed by faculty teaching on Canvas in Summer and then faculty teaching on Canvas in Fall. Course shells complementing on-ground classes will continue in eCompanion through Fall 2016, with training and course-shell migration for eCompanion faculty also occurring during Fall 2016. All online, hybrid, and onground-companion courses will be on Canvas by Winter 2017.

To provide additional training capacity, the mentoring team created an in-house version of the OEI/@ONE "How to Teach in Canvas" course and faculty were anxious to enroll and participate. One cohort of faculty are completing this training during the first half of the Spring 2016 semester; another cohort will take the training during the second half of the semester.

Adjournment: The meeting was adjourned at 2:04 p.m.

Next Meeting: The next meeting of the Distance Education committee will be Tuesday, April 5, 2016 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.

Voting Members	Approval of 12/1 Minutes	Approval of 12/8 Minutes
Ron Furuyama	Absent	Absent
Christina Gabler	Yes	Yes
Dana Del George	Yes	Yes
Peggy Kravitz	Yes	Yes
Pete Morris	Yes	Yes
Jenny Resnick	Yes	Yes
Odemaris Valdivia	Yes	Yes
Julie Yarrish	Yes	Yes
3 rd Admin (Vacant)	-	-