

**Santa Monica College
Distance Education Committee**

Minutes of April 5, 2016

Voting Members: Pete Morris (Chair), Julie Yarrish (Vice-Chair), Fabienne Chauderlot, Wendi DeMorst, Dana DelGeorge, Peggy Kravitz**, Jenny Resnick, Odemaris Valdivia*, Christina Gabler
*Absent **Excused

also in attendance: Yvonne Ortega, Diem Nguyen, Cassie Rockwell, Gary Ortega, Ellen Cutler, Shawn Jordison, Laura Manson, Christine Miller, Tamara Whitaker

Invited Guest: Erica LeBlanc on behalf of the accreditation authoring team.

The Santa Monica College Distance Education Committee was called to order by Pete Morris at 12:46 p.m.

Public Comments: None

Announcements: Introduction of new Academic Manager assigned as the third administrator on committee: Wendi DeMorst

Chairs' Report:

Discussion of recent southern California region Academic Senate retreat (online education regionals) on Saturday, April 9, at Glendale College: "What to Expect When You're Expecting.....The Accreditation Visiting Team and Distance Education Review". Areas of interest include "regular and substantive interaction between student and teacher" and accessibility. Does the DE committee want to author a policy/District recommendation on "Regular Effective Contact (aka REC) for online classes? Consensus to explore the development of such a policy further at next meeting.

Accreditation Guest Presentation (Erica LeBlanc):

The majority of the meeting was devoted to a robust and thoughtful discussion on the self-study prompts which tie directly into Distance Education. Sample of discussion topics are below.

Standard I: "Mission, Academic Quality and Institutional Effectiveness, and Integrity".

- Specific question – "how does the institution verify that the DE/CE students receive a course syllabus that includes student learning outcomes, and that individual sections of courses adhere to the course objectives/learning outcomes, objectives/learning outcomes". The committee confirmed that the process and expectations remains unchanged; online and hybrid courses are treated equivalently to on-ground, face-to-face courses.

Standard II: Student Learning Programs and Support Services – Instructional Programs.

- What stakeholders are consulted about the choice of student in which the institution offers DE/CE and how are they consulted? DE classes go through the curriculum review

process to address delivery modality including how to address the pedagogy effectively in the online classroom.

Due to time constraints, the committee was unable to consider all of the DE-related accreditation standards and prompts. Erica LeBlanc will follow up with the committee, as necessary, in order to address additional questions that arise in finalizing the accreditation self study.

New Business:

Also due to time constraints, the committee postponed consideration of Intelcom's online video resources, which will be addressed at the next meeting.

Action Item:

Approval of April 5, 2016 minutes. Motion to approve by Jenny Resnick; seconded by Fabienne Chauderlot. Approved unanimously (6-0), with one abstention due to new membership assignment (Wendi DeMorst).

Adjournment: The meeting was adjourned at 2:02 p.m.

Next Meeting: The next meeting of the Distance Education committee will be Tuesday, May 3, 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 April 5 Minutes
Fabienne Chauderlot	Yes
Wendi DeMorst	Abstain
Christina Gabler	Yes
Dana Del George	Yes
Peggy Kravitz	Excused
Pete Morris	Yes
Jenny Resnick	Yes
Odemaris Valdivia	Absent
Julie Yarrish	Yes