

Santa Monica College Distance Education Committee

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

Agenda

Tuesday, 20 September 2016 @ 12:45 – 2:00 pm
Media Center Conference Room (M110)

1. Call to order
2. Public comments / Announcements
3. Action Items
 - a. approval of minutes for meeting of 17 May 2016
http://www.smc.edu/ACG/AcademicSenate/AScommittees/Documents/Distance_Education/DE_2015_2016/2016_0517_Minutes_DE.pdf
 - b. approval of minutes for meeting of 6 September 2016
http://www.smc.edu/ACG/AcademicSenate/AScommittees/Documents/Distance_Education/DE_2016_2017/2016_0906_Minutes_DE.pdf
 - c. committee membership and rules (see page 2)
 - d. committee goals and priorities for 2016–17 (see page 3)
4. Old Business
 - a. Regular and Effective Contact Policy
5. Adjournment

Next scheduled meeting:

October 4

Proposed Committee Standing Rules

A. The committee shall consist of nine voting members: six faculty approved by the Academic Senate and three administrators.

B. Five or more of the committee's nine voting members shall constitute a quorum, including at least half of the members representing each of the joint committee's two core constituencies (i.e., 3 or more faculty, and 2 or more administrators).

C. All of the meetings are open to the public. Official committee actions, such as making and seconding motions, and voting on formal action items, are exclusive to official voting members. Otherwise, the committee chair's intention is to facilitate an open forum of discussion in which all individuals present are invited to actively take part.

Proposed Committee Goals and Priorities for 2016–17

1. Facilitate/support Canvas transition
 - 1.1. Migration Team report to the full Senate
 - 1.2. Committee assumes management of Canvas Central with the expected dissolution of the Migration Team in 2017
 - 1.3. Promote continuing faculty peer mentoring after dissolution of the Migration Team
2. Refine and communicate policies on Regular Effective Contact
 - 2.1. Include in Best Practices a general overview of federal and state guidelines, as well as more specific collegial advice and guidance
 - 2.2. Coordinate with Curriculum Committee to update forms and processes for approving courses for online delivery
 - 2.3. Work with other campus groups (e.g., Chairs, Professional Development, Center for Teaching Excellence) to further communicate guidelines and best practices on regular and effective contact
3. Promote and evaluate online tutoring services
 - 3.1. Further publicize the SmartThinking integration with Canvas
 - 3.2. Work with Institutional Research on another SmartThinking user survey
 - 3.3. Coordinate with Student Instructional Support committee
4. Support new and continuing professional development for online faculty, in both technological and pedagogical terms
 - 4.1. Further develop Best Practices section of Canvas Central
 - 4.2. Continue to highlight OEI's Professional Development Workgroup documents as statewide principles we share
 - 4.3. Examine other college's processes and policies regarding online faculty preparation and certification, presenting our findings to appropriate campus groups (e.g., Faculty Association) for their consideration
5. Investigate existing and potential options for online Supplemental Instruction