

**Santa Monica College
Distance Education Committee**

Minutes of October 4, 2016

Voting Members: Pete Morris (chair), Julie Yarrish (vice-chair), Lourdes Arevalo, Fabienne Chauderlot, Dana DelGeorge, Regina Ip, Shawn Jordison, Peggy Kravitz, Jenny Resnick

Also in attendance: Sheila Cordova, Christine Miller, Odemaris Valdivia, Sal Veas, Tamara Whitaker

The Santa Monica College Distance Education Committee was called to order by Pete Morris at 12:49 p.m.

Public Comments and Announcements: None

Action Items:

Approval of minutes from meeting on 20 September 2016. Moved by Dana Del George, seconded by Shawn Jordison. Approved unanimously (9-0).

Canvas Mentor Update

- Canvas Mentor update presentation to the Academic Senate, immediately preceding the committee meeting on 10/4, went well. The mentors were warmly received; Senators seem to have a favorable impression of Canvas; and no concerns or pressing issues were raised.
- The committee was reminded that the mentoring team, which has been in place since January and consists of 9 SMC faculty, will be phasing out at the end of this term. How much mentoring support will be maintained into 2017 is yet to be determined by the District.
- One argument against extending the budgetary support for faculty mentors is the less-than-full-capacity usage of SMC-mentor-led Canvas online training courses. Of the seven such training classes hosted by SMC mentors and funded by Academic Affairs to date, only 116 faculty completed the course out of the 218 seats/enrollments provided.
- Preparation is moving forward to meet the needs of the spring on-campus Canvas users. Christine Miler will resume offering CMS training for on-campus users, which moving forward will be exclusively in Canvas. Initially she will offer more sessions per term than have been offered in the past, adjusting as necessary to assess and meet faculty demand for such training.

Canvas Central

- There was discussion on how to best encourage and transition the community to use the new Canvas Central, which was built and rolled out by the mentoring team this past year. This is a revision of and replacement for the old FAC 101 site on eCollege. The goal in Canvas Central is to empower users to explore and utilize these curated resources for peer guidance on best practices and pedagogical advice, and to also direct faculty to make use of the excellent

Canvas helpdesk and global user community to address more technical, how-to issues related to Canvas.

- With the large bulk of SMC's online faculty already trained and actively using Canvas, the focus going forward is to transition away from direct peer-to-peer mentoring and encourage faculty to use Canvas Central in a more self-directed way. It is the general vision of VP Lorenz that the DE committee might assume much or most of the moderating and maintenance responsibility for Canvas Central, similar to the committee's past work with FAC 101.

Regular & Effective Contact: Curriculum Committee Document Revisit

- The committee reviewed and discussed AR5420 & AR4320. It was agreed that for the time being, the current AR's sufficiently addressed the issue so no updates or additions will be proposed to the Curriculum committee in the immediate future. Instead, the DE committee's focus will be on revising best practices and other guidelines that are part of Canvas Central.
- The committee will begin to thoroughly review Canvas Central at its next meeting, with special attention paid to its formatting and how it might be modified to be more accessible and user-friendly for new online faculty—perhaps with the addition of some highlighted core principles for best practices in online teaching as well as background on Title 5, OEL, and other statewide guidelines.

Adjournment: The meeting was adjourned at 2:05p.m.

Next Meeting: The next meeting of the Distance Education committee will be Tuesday, October 18 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 | Minutes from 9-20 |
|-----------------------|--------------------------|
| Lourdes Arevalo | Yes |
| Fabienne Chauderlot | Yes |
| Dana Del George | Yes |
| Regina Ip | Yes |
| Shawn Jordison | Yes |
| Peggy Kravitz | Yes |
| Pete Morris | Yes |
| Jenny Resnick | Yes |
| Julie Yarrish | Yes |