

Santa Monica College
Distance Education Committee
Minutes of May 16, 2017

Voting members: Pete Morris (chair), Julie Yarrish (vice-chair), Fabienne Chauderlot*, Sheila Cordova, Dana DelGeorge, Regina Ip, Shawn Jordison*, Peggy Kravitz, Jenny Resnick

*Excused

Also in Attendance: Christine Miller, Tammara Whitaker

Guests: Guido DelPiccolo and Brenda Antrim (Chair and incoming Chair of the Curriculum Committee)

The Santa Monica College Distance Education Committee was called to order by Pete Morris at 12:51p.m.

Public Comments: None

Announcements: None

Action Items: Approval of minutes from last meeting of May 2. Moved by Dana Del Goerge, seconded by Peggy Kravitz. Approved unanimously (6-0)

Chairs Reports:

DE related OIR dashboard update.

- The dashboard-metric goals that the DE committee established with the OIR several years ago again have been successfully met.
- The gaps in retention and success rates between online and on-ground courses continues to narrow.
- The latest report can be read in full at the IE website:
<http://www.smc.edu/EnrollmentDevelopment/InstitutionalResearch/Pages/IE.aspx>

On behalf of the committee, the Vice Chair presented a certification of appreciation to Chair Morris for his years of dedicated service—a gesture that was much appreciated in return.

Discussion Item: Revising the Curriculum approval process for DE

Chair Morris presented a discussion draft of a proposal to update and revise the form used by the Curriculum Committee to approve courses for online delivery. Both the current and incoming Chairs of Curriculum were invited and able to participate in the discussion. The full annotated document is available for viewing as a Google document via the following link: <http://bit.ly/2qbkdXO>

The current Curriculum approval form consists of eight sets of prompts, each accompanied by guidelines for promoting best practice in online course design and pedagogy. To focus and streamline that form, eliminating redundancy and updating now-obsolete information (e.g., references to eCollege and FAC 101), this discussion draft proposes shortening the form to just four sets of prompts and updating and consolidating the best-practice guidelines in a separate format. The overall goal is to facilitate a process that allows the Curriculum Committee to fulfill its responsibility for approving courses for online delivery, as directed by Title 5 and guided by the Chancellor's Office, while also allowing the DE Committee to continuously update and promote best practices.

This discussion will need to continue in the Fall, when the DE and Curriculum committees reassemble.

Adjournment: The meeting was adjourned at 2:07p.m.

Next Meeting: The Distance Education committee has adjourned until the fall 2017 semester. Dates, days, times and location for the fall meetings are to be determined.

Voting Members	Approval of Minutes of May 2 meeting
Fabienne Chauderlot	Excused
Sheila Cordova	Abstain
Dana Del George	Yes
Regina Ip	Yes
Shawn Jordison	Excused
Peggy Kravitz	Yes
Pete Morris	Yes
Jenny Resnick	Yes
Julie Yarrish	Yes