Santa Monica College Distance Education Committee

Meeting Minutes

Date & Time: August 27, 2019 at 12:45 p.m.
Location: HSS 261 (the Academic Senate office).
Chairs: Clare Battista (Chair), Tammara Whitaker (Vice-Chair)
Voting Members: Fariba Bolandehemat, Vanessa Bonilla, Maral Hyeler, Regina Ip, Kimberly James, Shawn Jordison, Christine Miller, Odemaris Valdivia
Guests: Sandra Hutchinson, Laura Manson, Steven Sedky

I. Call to Order

The Santa Monica College Distance Education Committee was called to order by Clare Battista at 12:50 p.m.

II. Introductions

All attendees introduced themselves and their respective roles at the college.

III. Public Comments - None

IV. Reports

a. **Update on online proctoring pilot, T. Whitaker**

i. T. Whitaker updated committee members on the progress of the spring 2020 online proctoring pilot. The vendor selected, Proctorio, will offer training in November for pilot faculty. T. Whitaker asked the committee to submit their names if they would like to volunteer to be a part of the pilot.

b. **Update on CE Online Pathways, S. Sedky**

i. S. Sedky shared the presentation that was shared from the flex day presentation on 8/22/19 to update faculty on the goals of the one-year $500,000 grant and the identified team. The grant will consist of a local peer online course review team, instructional design team, and professional development community events. Faculty on campus will have an opportunity to sign-up and receive compensation to participate in a course review using the CVC-OEI Rubric and participate in the professional learning community events. There is also a separate 3-Day Winter Online Teaching and Learning Session that will be offered to increase the quality of existing online classes.

c. **From DE Crosswalk to Best Practices Document**

i. T. Whitaker presented the 2019-20 Best Practices Document that the committee revised in the 2018-19 school year. C. Battista and T. Whitaker presented the Best Practices document to the Curriculum Committee and has plans to present the document to the Department Chairs Committee for feedback. The committee provided suggestions to the language in various sections. S. Jordison will assist with revisions for the accessibility portion of best practices.

d. **Title 5 Changes**

i. T. Whitaker provided updated Distance Education Title 5 handouts to the committee. There was a discussion regarding the Best Practices Document reflecting recent Title 5 changes. The current DE Addendum reflects Title 5 changes, but there is a need to update the DE Addendum to be reflective of the Best Practices Document and update the outdated language referring to the old CMS.

e. **CVC-OEI Consortium Update**

i. C. Battista gave a tentative timeline of late fall when the invitation will be sent to join the CVC-OEI Consortium. C. Battista reminded committee members that quality assurance is in the purview of the department chairs and be mindful of conversations that may happen on campus. There are plans to continue discussion next meeting surrounding the pros and cons of joining the consortium this academic school year.

V. Adjounment

The meeting was adjourned at 2:00 p.m.

Next scheduled meeting: The next meeting of the Distance Education committee will be Tuesday, September 10, 2019 from 12:45 - 2:00 p.m. in HSS 261 (the Academic Senate office).