

Santa Monica College Distance Education Committee

Meeting Agenda

Date & Time: Tuesday, September 28, 2021

Location: [Zoom](#), Password: 849944

Chairs: Joelle Adams (Chair), Tammara Whitaker (Vice-Chair)

Members: Fariba Bolandhemat, Vanessa Bonilla, Dana Del George, Sandra Hutchinson, Maral Hyeler, Paul Trautwein, Odemaris Valdivia

Interested Parties: Diane Arieff, Lourdes Arevalo, Sheila Cordova, Ashley Eutsey, Corinne Hayes, Gary Huff, Sue Lee, Laura Manson, Kas Metzler, Christine Miller, Angelina Misaghi, Steven Sedky, Scott Silverman, George Skriabin, Yukiko Tsuboi

I. **Call to Order:** 12:48 pm

Motion: D. Del George

Second: S. Hutchinson

Approved

II. **Public Comments**

None

III. **Approval of Minutes**

[Minutes from 14 September 2021](#)

Motion: D. Del George

Second: V. Bonilla

Approved

IV. **Chairs' Business**

a. Update re: SMC Interpretation for Modalities

J. Adams shared her desire to form an ad-hoc committee to redefine and examine the variety of instructional modalities currently offered. J. Adams invited anyone interested to join the meeting on Wednesday, September 29, at 1:30 p.m. to begin preliminary discussions. The Senate will vote on the creation of the committee and will follow the shared governance process.

b. Other Senate/DE Updates

The Senate is currently discussing goals, including actions to meet the 75/25 target for full-time to part-time faculty.

The DE Title 5 preliminary revisions draft was updated to include more language surrounding accessibility and changes to section 508 and ADA. The second read will happen in November Board of Governors.

V. Discussion/Action Items

a. [Best Practices for Synchronous Online Teaching](#)

The committee discussed whether certain sections should be removed and how specific the list of tools should be in the document. The committee decided the document would need to be periodically updated and is currently a 'working' document.

Motion to share the working document with the Executive Senate: O. Valdivia
Second: F. Bolandhemat

b. Proctoring Software and Proctoring Center

J. Adams shared that the Academic Senate President, Jamar London and the Chair of Chairs, Elisa Meyer, are working with the District to establish a permanent proctoring center. J. Adams would like to find alternative solutions for students that do not live in Southern California.

T. Whitaker shared that the Procurement department was able to schedule two online proctoring vendors to present to the committee next meeting. J. Adams would like the committee to think about questions to ask the vendors and consider our core values when making a recommendation.

VI. Adjournment- 2:02 p.m.

Motion: O. Valdivia
Second: D. Del George
Approved

Next scheduled meeting: September 28, 2021 from 12:45 - 2:00 p.m. via Zoom