

# Santa Monica College Distance Education Committee

## Meeting Agenda

**Date & Time:** Tuesday, 25 May 2021

**Location:** [Zoom](#)

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

**Members:** Fariba Bolandhemat, Vanessa Bonilla, Dana Del George, Sandra Hutchinson, Maral Hyeler, Regina Ip, Odemaris Valdivia

**Interested Parties:** Sheila Cordova, Ashley Eutsey, Aaron French, Yukiko Tsuboi, Sue Lee, Laura Manson, Christine Miller, Angelina Misaghi, Steven Sedky, Alexander Ibaraki, Lourdes Arevalo

### **I. Call to Order:** 12:51 p.m.

Motion: D. Del George

Second: F. Bolandhemat

Approved

### **II. Public Comments**

None

### **III. Approval of Minutes**

[May 11, 2021](#)

Motion: D. Del George

Second: O. Valdivia

Approved

### **IV. Chairs' Business**

None

### **V. Discussion/Action Items**

#### a. [WiFi Access Resolution](#)

The committee suggested inviting a representative from the IT department to give an overview of the plans to upgrade WIFI access on campus and answer any questions the committee may have.

#### b. [Synchronous Online Teaching Definition, Best Practices, Rubric](#)

The Senate has not weighed in on the resolution to date. It has been seen by Senate Exec, Chairs, and Curriculum. According to Academic Affairs, there are no Title V, scheduling, funding, or DE Administrative Regulation concerns to adopt synchronous online courses. However, it will be necessary to work with the Curriculum Committee to

decide if this addition to DE will prompt a new application or addendum to the existing process. It was also requested that the committee provide a definition for synchronous online courses and principles for effective delivery.

c. DE Recognition and/or Reward- S. Sedky

S. Sedky proposed recognizing outstanding DE faculty on an annual basis. He would like to model the award similar to the Honor Council Committee and offer a plaque purchased by Senate. There was discussion regarding the nomination process and award categories. The committee decided to select Laura Manson as this year's recipient and June 8<sup>th</sup> will be the award ceremony. The committee will on a wider nomination process for future iterations of the award.

Motion to award Laura Manson and title the award 'Distance Education Excellence Award': D. Del George  
Second: F. Bolandhemat

d. Committee Admin

J. Adams asked if the committee had a preference using Teams vs. Google. O. Valdivia offered to lend her expertise in the continuation of using Microsoft Teams. J. Adams also extended the invitation to remain on the committee for 21/22.

## VI. New Business

a. Canvas Usage

F. Bolandhemat proposed a resolution that recommends all faculty use Canvas for instruction. The committee will discuss this item for fall 2021.

**V.Adjournment-** 2:02 p.m.

**Next scheduled meeting: Fall 2021**