

Santa Monica College
Distance Education Committee Meeting

Meeting Minutes

Date & Time: December 1, 2020 at 12:45 p.m.

Location: [Zoom](#)

Chairs: Laura Manson (Chair), Tammara Whitaker (Vice-Chair)

Members: Fariba Bolandhemat, Vanessa Bonilla, Maral Hyeler, Regina Ip*, Dana Del George, Sandra Hutchinson, Christine Miller, Odemaris Valdivia, Ashley Eutsey, Joelle Adams

Interested Parties: Ellen Cutler, Sheila Cordova, Aaron French

*absent

I. Call to Order

L. Manson called the meeting to order at 12:47 p.m.

II. Public Comments

None

III. Approval of Minutes

a. 11/3/2020

Motion: Joelle Adams

Second: Fariba Bolandhemat

Approved

b. 11/3/2020

Motion: Odemaris Valdivia

Second: Vanessa Bonilla

Approved

IV. Action & Discussion Items

a. [Synchronous Teaching: Camera Use Resolution DRAFT](#) Discussion
with Equity and PD Committee Members

1. The feedback from Executive Senate went back for a third read and will go to Academic Senate for the second read on the upcoming Tuesday.

b. [Distance Education Scope and Function review](#)

1. The committee revised and changed language to reflect current scope and function of the DE Committee.

Approval of changes to DE Committee Scope and Function

Motion – Dana Del George

Second- Vanessa Bonilla

c. Synchronous Best Practice

1. Each assigned group shared drafts of considerations and best practices for synchronous online courses. The committee also worked on the draft of the purpose of the document

and clarified the differences between asynchronous and synchronous online courses.

d. Proctorio

1. The committee discussed possible compromises to address concerns regarding Proctorio usage. It was suggested to not allow scanning of the room and limiting use to certain disciplines. D. Del George suggested encouraging faculty who are able to do alternate forms of assessments to do so. S. Hutchinson provided feedback that solely using the lockdown browser is not as useful, and there are certain benefits from online proctoring for students in STEM fields when seeking to transfer to a university. S. Hutchinson and V. Bonilla suggested the need for thorough training to assess whether there is a need to use Proctorio in certain courses and train faculty on how to properly use it

V. Adjournment

The meeting was adjourned at 1:58 p.m.

Next scheduled meeting: The next meeting of the Distance Education committee will be Spring 2021 via Zoom

