**Santa Monica College** Professional Ethics & Responsibilities Committee

# Meeting Minutes

**Date & Time**: 03/23/21 3:00-4:00

**Location**: Online (Zoom)

**Attendees**: Brian Rajski (chair), Lula Livanis, Ian Colmer, Alexander Ibaraki

## Call to Order

## Public Comments

None.

## Discussion Items

### Review of PERC’s 2020 accomplishments.

The work of the committee had to slow down during the pandemic, but tremendous effort went into the Model Syllabus.

### Choosing topic of Spring 2021 *SMC Ethics.*

*SMC Ethics* will be published once a semester right now, considering the current size of the committee. The plan is to go through three rounds of revisions, then get it out around finals week.

Proposed topics:

* Online teaching and design best practices
* Issues stemming from students being in different time zones
* Time limits for online tests
* International students in certain countries needing to use illegal VPNs to access their classes
* Proctorio
* The need for flexibility during a pandemic
* False assumptions about students’ home environments (technology, living situation, etc.)
* Resistance to recording classes because of the amount of work captioning requires

The committee will go with ***online teaching best practices*** for the spring edition, with a sidebar about camera use. The probable topic for the fall edition is ***what to keep from the online experience when we return to campus****.*

Ian and Lula will work on the sidebar. Alexander would like to help Brian with the piece about student-centered practices while teaching online.

Brian advises committee members to frame the pieces to make suggestions, rather than to issue directives.

### Further Revisions to the Model Syllabus in relation to online education.

The committee might work with the DE committee to revise the Model Syllabus, and it will also work on promoting the Model Syllabus via a Flex Day activity and by other means.

Lula and Ian discuss the possibility that the Model Syllabus be distributed in the form of a [liquid syllabus](https://youtu.be/cDpO5hIpBBE), which would be easier for students to access and read on phones.

### Future goals of PERC.

* Publish newsletter this semester
* Disseminate information about the Model Syllabus
* Keep ears open for ethical issues that arise as we move back on campus
* Begin to revise the Model Syllabus in the fall (maybe)

## Announcements

## Adjournment

**For all documents, visit** <https://www.smc.edu/administration/governance/academic-senate/committees/professional-ethics-responsibilities.php>