



# AGENDA

SANTA MONICA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
SPECIAL MEETING

WEDNESDAY, DECEMBER 23, 2020  
4:00 p.m.

Via Zoom Webinar

The complete agenda may be accessed on the  
Santa Monica College website:

<http://www.smc.edu/admin/trustees/meetings/>

Written requests for disability-related modifications or accommodations, including for auxiliary aids or services that are needed in order to participate in the Board meeting are to be directed to the Office of the Superintendent/President as soon in advance of the meeting as possible.

# PUBLIC PARTICIPATION

## ADDRESSING THE BOARD OF TRUSTEES DURING A ZOOM WEBINAR

During the COVID-19 (Coronavirus) Global Pandemic, the Board of Trustees will be conducting virtual meetings using Zoom Webinar.

Virtual meetings have been authorized by Executive Order N-25-20 issued by Governor Gavin Newsom and dated March 12, 2020, to reduce and minimize the risk of infection by “limiting attendance at public assemblies, conferences, or other mass events.” Zoom meetings will ensure public participation while at the same time complying with Governor’s Stay at Home executive order and Los Angeles County’s Safer at Home order.

Public participation can occur in one of two ways. Members of the public can submit written comments to be read during the public meeting or they may speak during the Zoom meeting. All public comments will be subject to the general rules set forth below.

### Instructions for Submitting Written Comments Related to Special Meeting Topic

Individuals wishing to submit written comments to be read at the Board of Trustees meeting shall send an email to Recording Secretary ([Rose\\_Lisa@smc.edu](mailto:Rose_Lisa@smc.edu)) by 3:30 p.m. for the Special Meeting starting at 4 p.m. The email should contain the following information:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item
- Comment to be read

### Instructions for Participating in Public Meetings by Zoom Webinar

Individuals wishing to speak at a Board of Trustees meeting shall send an email to Recording Secretary ([Rose\\_Lisa@smc.edu](mailto:Rose_Lisa@smc.edu)) by 3:30p.m. for the Special Meeting starting at 4 p.m. The email should contain the subject line “Board Meeting Comments” and include the following information in the body of the email:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item (Item V for general comments or Consent Agenda (Item VIII); for other items indicate the topic or specific item number)

When it is time for the speakers to address the Board, their name will be called and the microphone on their Zoom account will be activated. A speaker’s Zoom Profile should match their real name to expedite this process.

After the comment has been given, the microphone for the speaker’s Zoom profile will be muted.

### General Public Comment Rules

- Generally, each speaker may be allowed a maximum of three minutes per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. A speaker’s time may not be transferred to another speaker.
- Each speaker is limited to one presentation per specific agenda item before the Board, and to one presentation per Board meeting on non-agenda items.
- Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Board of Trustees by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Board, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda

*Reference: Board Policy Section 2350*

*Education Code Section 72121.5*

*Government Code Sections 54950 et seq*

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## A G E N D A

The Santa Monica Community College District Board of Trustees will hold a Special Meeting on Wednesday, December 23, 2020 at 4 p.m. The meeting will be conducted via Zoom Webinar.

I. ORGANIZATIONAL FUNCTIONS

A CALL TO ORDER

B ROLL CALL

- Dr. Nancy Greenstein, Chair
- Dr. Susan Aminoff, Vice-Chair
- Dr. Louise Jaffe
- Dr. Margaret Quiñones-Perez
- Rob Rader
- Dr. Sion Roy
- Barry A. Snell
- Joshua Elizondo, Student Trustee

The public may participate in the Zoom Webinar with the following information:

<https://cccconfer.zoom.us/j/96490163563?pwd=NIJJM0MzTU5RaWtjSnphakVJVTJOdz09>  
 Passcode: 887636

Or iPhone one-tap :

US:+16699006833,,96490163563#,,,,\*887636# or +13462487799,,96490163563#,,,,\*887636#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 646 876 9923 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 964 9016 3563

Passcode: 887636

II. PUBLIC COMMENTS ON BOARD SPECIAL MEETING TOPIC

III. MAJOR ITEMS OF BUSINESS

#1 Contract with Proctorio, Inc. for Online Proctoring Services

IV. ADJOURNMENT

The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on Tuesday, January 19, 2021 at 6 p.m. (5 p.m. if there is a closed session). The meeting will be conducted via Zoom Webinar.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	December 23, 2020

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: CONTRACT WITH PROCTORIO, INC. FOR ONLINE PROCTORING SERVICES

SUBMITTED BY: Vice President, Academic Affairs  
Vice President, Business/Administration

REQUESTED ACTION: It is recommended that the Board of Trustees authorize the Superintendent/President to enter into a contract with Proctorio, Inc. for online proctoring services through June 30, 2021, for a total amount not to exceed \$75,718 to be used only sections in which the schedule of classes advised students of the use of such proctoring prior to any student enrolling in the section.

FUNDING SOURCE: General Restricted Fund

SUMMARY: Proctorio is an online exam proctoring system currently in use by some class sections at SMC. The college licensed the software prior to the pandemic to enable secure online assessment of student knowledge of objective content (for example, mathematics and some of the laboratory sciences). These disciplines face unique challenges in migrating their courses to the online environment while also maintaining the integrity of their assessments. Proctorio offers a solution that has enabled SMC to create its first online offerings in these disciplines, thereby also enabling SMC to offer its first fully-online degrees.

With the onset of the pandemic and the ensuing migration of all courses to online delivery, Proctorio use expanded at SMC. Lively debate has occurred among and between faculty, students, and administration regarding a number of concerns including inequities in access to technology, privacy of student personal information, and racial bias in facial recognition systems employed by the software. As a result, most SMC class sections are finding alternatives to the use of Proctorio, including take home exams, essays in place of exams, etc. Now, there remain about 175 spring 2021 class sections (6% of the course offering) that faculty believe will be best served with the use of Proctorio.

It is therefore proposed that SMC’s Proctorio license be extended through the spring 2021 semester to provide those course sections with the most urgent need for online exam proctoring access to the software as planned. Without this, some sections will be canceled, and others that were labeled as fully asynchronous to students will need to be rescheduled to include a synchronous component – a change that would cause hardship for students studying from other time zones and for those who have work and other personal commitments that require fully asynchronous access to their classes.

MOTION MADE BY:  
SECONDED BY:  
STUDENT ADVISORY:  
AYES:  
NOES: