

# Santa Monica College Distance Education Committee

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## Meeting Minutes

**Date & Time:** Tuesday, May 13, 2025, 12:45-2:00 p.m.

**Location:** HSS 261 & [Zoom](#)

**Chairs:** Gary Huff (Chair), Tammara Whitaker (Vice-Chair)

**Voting Members:** Fariba Bolandhemat, Collin Ellis, Corinne Haynes, Sandra Hutchinson, Maral Hyeler, Paul Trautwein, and Vanessa Malzone.

**Interested Parties:** Willis Barton, Lynn Dickinson, Ashley Eutsey, Matt Larcin, Laura Manson, Kas Metzler, Christine Miller, Steven Sedky, and Odemaris Valdivia.

### I. Call to Order

12:45 p.m.

### II. Public Comments

a. None

### III. Announcements

a. None

### IV. Approval of Minutes

a. April 22, 2025

Motion: V. Malzone

Second: C. Haynes

Approved

### V. Chair's Report

- a. G. Huff met with incoming Academic Senate President Vincenta Arrizon to discuss upcoming priorities for the OTL Committee. Arrizon recommended forming a subcommittee to work over the summer on developing guidelines and gathering feedback regarding the use of AI bots in classes. This would help ensure the conversation is initiated at the start of the academic year.
- b. It was also recommended that the current faculty evaluation language be updated to reflect asynchronous instruction, as the existing evaluation only addresses in-person courses.

## **VI. Discussion & Action Items**

### **a. Honorlock Presentation and Q&A**

Honorlock representatives attended the meeting and answered questions from the committee.

### **b. Proctoring Services Discussion**

The committee discussed the pros and cons of current and prospective proctoring services in preparation for a recommendation for the 2026–2027 academic year. Members emphasized the importance of incorporating student feedback—particularly from those who have used proctoring services—as well as involving the Academic Senate in ongoing discussions related to proctoring. Motion to approve recommendation to transition to Honorlock for 2026-2027 academic year: M. Hyeler

Second: F. Bolandhemat

Approved

## **VII. Adjournment 1:53 p.m.**

Motion: C. Ellis

Second: V. Malzone

Approved

**Next scheduled meeting:** Fall 2025