

Santa Monica College Distance Education Committee

Meeting Minutes

Date & Time: Tuesday, November 23, 2021

Location: [Zoom](#), Password: 849944

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

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

Interested Parties: Diane Arieff, Lourdes Arevalo, Sheila Cordova, Ashley Eutsey, Corinne Hayes, Gary Huff, Sue Lee, Laura Manson, Kas Metzler, Christine Miller, Angelina Misaghi, Steven Sedky, Scott Silverman, George Skriabin, Yukiko Tsuboi

*Excused absence

I. **Call to Order:** 12:47 pm

Motion: D. Del George

Second: V. Bonilla

Approved

II. **Public Comments**

Various students voiced their concerns and suggestions regarding the online Proctoring software, Proctorio.

III. **Announcements**

T. Whitaker announced the online communication tool, Pronto, would like to offer a scholarship to pay for a student's tuition for one semester. More details will be available in Spring 2022.

IV. **Approval of Minutes**

a. [Minutes from October 26](#)

Motion: O. Valdivia

Second: D. Del George

Approved

b. [Minutes from November 9](#)

Motion: D. Del George

Second: F. Bolandhemat

Approved

V. Chairs' Business

- a. Chancellor's Office DE Webinar Key Takeaways: Various CCCs discussed lessons learned in a recent webinar regarding the transition to online due to the pandemic. Several colleges report an increase in demand for online classes and services and this was resulting in contracts for staff, administration, and faculty to work fully remotely. The main theme of the event was that colleges should prepare to be online more and ready to pivot to fully online in the face of emergencies or other events.
- b. Winter Institute: T. Whitaker shared Winter Institute 2022 planning is underway and tentatively scheduled for January 20th and 21st. The sessions will focus on alignment to the CVC-OEI rubric and those interested in facilitating a webinar and/or workshop should contact T. Whitaker.
- c. J. Adams shared she had a productive meeting with the Associated Students and discussions surrounding best practices for effective and equitable distance education.

VI. Discussion/Action Items

a. [Effective and Equitable Synchronous Online Teaching](#)

The committee spent time updating and revising the document.

Motion to share 'Effective and Equitable Synchronous Online Teaching' document with Executive Senate for the second read.

D. Del George

Second: O. Valdivia

Approved

- b. Proctoring for Distance Education Classes (pushed for time)

VII. Adjournment- 2:01 p.m.

Next scheduled meeting: December 7, 2021, from 12:45 - 2:00 p.m. via Zoom