

Santa Monica College Distance Education Committee

Meeting Minutes

Date & Time: Tuesday, October 03, 2023

Location: HSS 361 (voting members) and via [Zoom](#) (interested parties)

Chairs: Clare Battista (Chair), Tammara Whitaker (Vice-Chair)

Voting Members: Fariba Bolandhemat, Vanessa Malzone, Christina Gabler, Sandra Hutchinson, Maral Hyeler, and Paul Trautwein

Interested Parties: Joelle Adams, Diane Arieff, Lourdes Arevalo, Sheila Cordova, Dana Del George, Ashley Eutsey, Corinne Hayes, Gary Huff, Sue Lee, Kas Metzler, Christine Miller, Angelina Masaghi, Cassie Rockwell, Steven Sedky, Scott Silverman, Odemaris Valdivia, and Kayli Weatherford

I. Call to Order: 1:08 p.m.

II. Public Comments

a. None

III. Announcements

a. None

IV. Approval of Minutes

a. [Minutes from September 19, 2023](#)

Motion: F. Bolandhemat

Second: V. Malzone

Approved

V. Chairs' Business

a. Welcome Matt Larcin! Instructional and Universal Designer (Presentation)
M. Larcin delivered a presentation to the committee, introducing himself and providing an overview of instructional design. He also outlined the goals and aspirations of the DE Department.

VI. Discussion/Action Items

a. DE Committee Name Change

The committee deliberated on the need to modernize the name of the Distance Education committee to better align with the fact that a majority of classes are now conducted online. The aim is to cultivate a sense of community. The committee engaged in a discussion about potential new names, and eventually, made a final selection from their top choices.

Motion to Rename the Distance Education Committee to Online Teaching & Learning Committee (OTLC): C. Gabler

Second: Maral

Approved, 1 Abstention

b. Community Beyond the Classroom

The committee explored potential dates for organizing a series of faculty discussions on subjects related to online instruction. A suggestion was made to explore the possibility of collaborating with the co-leads of the EpiCenter to host a session known as 'First Fridays.' The committee reached a consensus to name the session 'Online Community Exchange: AI into your Syllabus.' Additionally, the committee members were assigned the task of conducting research on this topic for the next meeting.

VII. Adjournment- 2:15 p.m.

Motion: M. Hyeler

Second: V. Malzone

Next scheduled meeting: Tuesday, October 17, 2023, from 1:00-2:15 p.m. In HSS 361.