

Santa Monica College

Distance Education Committee Meeting

Meeting Minutes

Date & Time: September 8, 2020 at 12:50p.m

Location: [Zoom](#)

Chairs: Laura Manson (Chair), Tammara Whitaker (Vice-Chair)

Members: Fariba Bolandhemat, Vanessa Bonilla, Maral Hyeler, Regina Ip, Dana Del George, Sandra Hutchinson, Christine Miller, Odemaris Valdivia, Ashley Eutsey, Joelle Adams

Guests: Steven Sedky

I. Call to Order

L. Manson called the meeting to order at 12:50 p.m.

II. Public Comments

The committee shared the positives and challenges they are currently facing in a remote environment.

III. Approval of Minutes

a. 5/12/2020

Motion: Fariba Bolandemat

Second Dana Del George

Unanimously Approved

IV. Action & Discussion Items

a. Brown Act Review

1. L. Manson gave an overview of The Ralph M. Brown Act.

b. AS Community Agreement

1. L. Manson updated the committee on the agreed upon Academic Senate Community Agreements. Committee members are encouraged to contact L. Manson if they would like to provide feedback or suggestions.

c. Equity Now! Cohort

1. L. Manson shared an opportunity to participate in the Equity Now! 4-part series. Interested committee members should reach out to Tamika Phillips.

d. DE PD Update

1. T. Whitaker gave an update on the professional development opportunities offered over the spring, summer, and fall. The most popular opportunity among faculty are the 6-week and 8-week certification SMC Online Teaching & Design (OTD) courses. There

aren't any updates about the status of classes for spring, but T. Whitaker shared she hopes to receive support to continue the certification courses in the future. The flex day "DE Faculty Showcase" was also received well by participants and hosted by Dr. Bernadette O'Leary and Gerry Clark.

e. CVC-OEI Grant Update

1. L. Manson shared that Peer Online Course Review (POCR) are underway and extended through fall and will be offered to all faculty who are not involved in the grant. An invitation to participate was announced through Canvas. All faculty who want to be reviewed or become a reviewer should contact L. Manson.

f. Developing an SMC Synchronous Best Practice Document

1. L. Manson shared resources from other colleges to help the committee create a document for recommendations for synchronous online courses. The committee agreed to be paired in groups for the next meeting to address the different topics: a) Overview Statement, b) Lecture/Video, c) Case Studies/Tutorials, d) Collaborative Work/Group Discussions, and e) Presentation/Assessment. Members of the committee were tasked to find additional resources in preparation for the next meeting.

V. Future Agenda Items

- a. Developing an SMC Synchronous Best Practice Document
- b. Recommendations for Camera/Video Use in Online Synchronous Courses

VI. Adjournment

The meeting was adjourned at 1:46 p.m.

Next scheduled meeting: The next meeting of the Distance Education committee will be September 22, 2020 from 12:45 - 2:00 p.m. via Zoom