Santa Monica College
Distance Education Committee Meeting

Meeting Minutes

Date & Time: September 22, 2020 at 12:45 p.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, Ellen Cutler, Aaron French

*excused absence

I.   **Call to Order**

    L. Manson called the meeting to order at 12:48 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. 9/8/2020
        Motion: Joelle Adams
        Second Odemaris Valdivia
        Unanimously Approved

IV.   **Action & Discussion Items**

    a. **Local POCR Application Process**

        1. CVC-OEI Instructional Designer, Shawn Valcarcel gave an overview of the process for campuses to become POCR certified. The goal is to ensure students have access to high quality online courses. The process involved training, reviewing and aligning at least three courses to the CVC-OEI Design Rubric. The benefits of certification would include receiving a quality reviewed badge for courses on the cvc.edu webpage and establishing a local POCR process is required to eventually join the consortium. If the three courses submitted for certification are not fully aligned to the rubric, the campus will be asked to send two more courses to be reviewed by the lead reviewer and accessibility reviewer.

    b. **Resolution Template -** **Camera/Video Use in Online Synchronous**

        1. L. Manson presented the committee with a working draft of a possible resolution to address camera/video use in online synchronous courses. Committee members asked clarifying

questions regarding the task and possible concerns. J. Adams wanted to clarify if the committee still holds the stance that asynchronous online courses are the preferred modality. F. Bolandhemat also inquired if this resolution may address Proctorio use as well. The committee agreed to continue discussing and working on a resolution for the next meeting.

V. Future Agenda Items
a. Camera/Video Use in Synchronous Online Courses Resolution
b. Developing an SMC Synchronous Best Practice Document
c. Distance Education Committee Scope and Function

VI. Adjournment
The meeting was adjourned at 2:00 p.m.

Next scheduled meeting: The next meeting of the Distance Education committee will be October 6, 2020 from 12:45 - 2:00 p.m. via Zoom