

Santa Monica College Distance Education Committee

Meeting Minutes

Date & Time: September 10, 2019 at 12:45 p.m

Location: HSS 261 (the Academic Senate office).

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

Members: Fariba Bolandehemat, Vanessa Bonilla, Maral Hyeler, Regina Ip, Kimberly James, Shawn Jordison, Laura Manson, Christine Miller, Odemaris Valdivia

Guests: Sandra Hutchinson, Steven Sedky

I. Call to Order

Motion: K. James

Second: Fariba Bolandehemat

Passed unanimously at 12:49 p.m.

II. Public Comments

None

III. Action Items

a. DE @ Chairs Meeting, C. Battista & T. Whitaker

C. Battista updated committee members on the presentation at the department chairs meeting on 9/6/19. The draft of the 2019-20 DE Best Practices document, DE resources handouts, and Title 5 update handouts were shared and discussed. Department chairs received the information well and some have reached out for future departmental presentations.

b. Can-Innovate, C. Miller & T. Whitaker

C. Miller shared that there will be a viewing room available for all faculty to join the free online workshops offered by the CVC-OEI from 9am-5pm. T. Whitaker also shared that light refreshments will be served as well in a conference room in the new Student Services Center.

c. DE Best Practices Document, C. Battista

- i. C. Battista shared that the next step would be sharing the 2019-20 DE Best Practices document with the Curriculum Committee if approved by the committee. O. Valdivia suggested that the Accessibility section in the document should contain hyperlinks of examples in the electronic form of the document. V. Bonilla asked if the document will be used for evaluation purposes, and C. Battista explained the document is not enforceable and should only be used as guideline. S. Sedky added that the DE Best Practices Document is only a resource to provide recommendations to faculty.
- ii. The approval of the 19-20 DE Best Practices Document was unanimously approved.

d. Fall 2019 Planning, C. Battista

- i. C. Battista gave a tentative timeline of when the invitation will be sent to join the CVC-OEI Consortium. L. Manson suggested beginning the conversation with Academic Senate sooner than later. C. Battista will reach out to the Academic Senate President to get on the agenda surrounding this topic. T. Whitaker also suggested having a representative from the CVC-OEI to answer any questions about the consortium.
- ii. There was an in-depth discussion among committee members surrounding the confusion about the exchange, benefits of joining the exchange, and possible concerns faculty may have about joining the consortium.

IV. Adjournment

Motion: O. Validivia

Second: L. Manson

Passed unanimously at 2:06 p.m.

Next scheduled meeting: The next meeting of the Distance Education committee will be Tuesday, September 24, 2019 from 12:45 - 2:00 p.m. in HSS 261 (the Academic Senate office).