Santa Monica College Distance Education Committee

Meeting Minutes

Date & Time: Tuesday, October 12, 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

I. **Call to Order:** 1:39 pm

> Motion: F. Bolandhemat
> Second: D. Del George
> Approved

II. **Public Comments**

> None

III. **Approval of Minutes**

> Minutes from 28 September 2021

> Motion: D. Del George
> Second: F. Bolandhemat
> Approved

IV. **Chairs' Business**

> a. Update on Senate Goals and Current Senate Activity

> The Best Practices for Synchronous Online Teaching Document was not discussed at the senate meeting and will be viewed at the next meeting.

> b. Update on Senate Ad Hoc Committee re: Modalities

The Senate did not vote on the creation of the Instructional Modalities Ad Hoc Committee and will do so next meeting. The Senate seemed in favor of the committee and the senate president, J. London, will provide more details regarding the membership of the committee.

V. Discussion/Action Items

a. PSI Proctoring Demo
The representative of PSI Online provided a twenty-minute demo and will follow-up in written form to answer questions asked by members and guests.

b. Honorlock Proctoring Demo
The representative of Honorlock provided a twenty-minute demo and will follow-up in written form to answer questions asked by members and guests.

c. Proctoring Service Criteria

J. Adams would like to spend time on creating criteria to gain clarity on what the committee is looking for when reviewing the vendors. The committee discussed possible concerns with the current online proctoring vendor, Proctorio. J. Adams clarified that the committee may determine and recommend that it is best to keep Proctorio with certain guidelines, replace it with another service, not have any online proctoring services, create alternative assessments, create a proctoring center, and/or any other action that best serves the SMC community and supports our goals for learning, success, and integrity. The committee will have time to go over criteria the next meeting and have further discussion, followed by a demo from two other online proctoring vendors.

VI. Adjournment- 2:03 p.m.

Motion: M. Hyeler
Second: V. Bonilla
Approved

Next scheduled meeting: October 26, 2021, from 12:45 - 2:00 p.m. via Zoom