

# Santa Monica College Distance Education Committee

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## Meeting Minutes

**Date & Time:** Tuesday, May 28, 2024, 12:45-2:00 p.m.

**Location:** HSS 261

### Zoom

**Chairs:** Joelle Adams (Chair), Tammara Whitaker (Vice-Chair)

**Voting Members:** Fariba Bolandhemat, Vanessa Malzone, Corinne Haynes, Sandra Hutchinson, Maral Hyeler, and Paul Trautwein

**Interested Parties:** Diane Arieff, Lourdes Arevalo, Sheila Cordova, Clare Battista, Willis Barton, Dana Del George, Ashley Eutsey, Gary Huff, Matt Larcin, Sue Lee, Kas Metzler, Christine Miller, Angelina Masaghi, Steven Sedky, Scott Silverman, Odemaris Valdivia, and Kayli Weatherford

**I. Call to Order:** 12:50 p.m.

**II. Public Comments**

a. None

**III. Announcements**

a. None

**IV. Approval of Minutes**

a. April 2024

Motion: F. Bolandhemat

Second: P. Trautwein

**V. Chair's Business**

a. J.Adams announced that this would be her final meeting as chair of the committee. She expressed her gratitude to the committee members and previous chairs for their hard work and guidance. J. Adams also shared her intention to pursue other passionate endeavors.

**VI. Discussion & Action Items**

a. DE Professional Development Roadmap Update (C. Miller)

C. Miller presented the updates made to the roadmap, incorporating the committee's feedback. The committee agreed to share this information during Professional Development Day, at Chairs Meetings, and within each member's department.

b. [Recommendations for Academic Affairs](#) (J. Adams)

The committee made final revisions to the document.

Motion to approve the recommendations and share with Academic Affairs:

S.Hutchinson.

Second: V. Malzone

**VI. Adjournment** 2:00 p.m.

**Next scheduled meeting:** October 22, 2024, 12:45 p.m. – 2:00 p.m.