

# Santa Monica College Distance Education Committee

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## Meeting Minutes

**Date & Time:** Tuesday, October 17, 2023

**Location:** HSS 361 (voting members) and via [Zoom](#) (interested parties)

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

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

**Interested Parties:** Joelle Adams, Diane Arieff, Lourdes Arevalo, Sheila Cordova, Dana Del George, Ashley Eutsey, Corinne Hayes, Gary Huff, Sue Lee, Kas Metzler, Christine Miller, Angelina Masaghi, Cassie Rockwell, Steven Sedky, Scott Silverman, Odemaris Valdivia, and Kayli Weatherford

**I. Call to Order:** 1:03 p.m.

**II. Public Comments**

a. None

**III. Announcements**

a. C. Battista announced that a sequence of discussions among faculty members regarding AI is underway. The 'Online Community Exchange' hosted by the committee is very timely and may lead to potentially establishing an AI taskforce.

b. C. Battista invited the committee to attend the OER workshop held on-campus on November 4, 2023. C. Battista will be in attendance and report back to the committee.

**IV. Approval of Minutes**

a. Approval of Minutes from [October 3, 2023](#)

Motion: C. Gabler

Second: F. Bolandhemat

Unanimously approved.

b. Re-approval Minutes (from [Sep 19, 2023](#), [May 23, 2023](#))

Motion: C. Gabler

Second: F. Bolandhemat

Unanimously approved.

## V. Discussion & Action Items

- a. Revote (for the record) on Online Community Exchange name (C. Battista)

Motion: F. Bolandhemat

Second: V. Malzone

Unanimously approved

- b. Revote (for the record) on De Committee Exchange Name (C. Battista)

Motion to Rename the Distance Education Committee to Online Teaching & Learning Committee (OTLC): C. Gabler

Second: P. Trautwein

Approved, 1 Abstention

- c. AI and your Syllabus – Format/Resource Discussion (F. Bolandhemat)

The committee reviewed the [PERC Newsletter for AI](#) and various resources to discuss the guiding questions and focus of the conversation for the first ‘Online Community Exchange’ on November 3, 2023.

- d. Next Topic/Date for Online Community Exchange

The committee deliberated on potential subjects for the spring of 2024. It was decided by the committee to observe the developments from the initial ‘Online Community Exchange’ to inform the next topic.

- e. On-ground w/Canvas (C. Battista & T. Whitaker)

The committee discussed various strategies to engage on-ground classes that that are presently utilizing Canvas or to promote the adoption of Canvas within on-ground courses.

## VI. Adjournment- 2:08 p.m.

Motion: M. Hyeler

Second: C. Gabler

**Next scheduled meeting:** Tuesday, October 31, 2023, from 1:00-2:15 p.m. In HSS 361.