

Santa Monica College Distance Education Committee

Meeting Minutes

Date & Time: Tuesday, April 23, 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: 12:52 p.m.

II. Public Comments

a. None

III. Announcements

a. None

IV. Approval of Minutes

a. November 2023

Motion: M. Hyeler

Second: F. Bolandhemat

b. February 2023

Motion: F. Bolandhemat

Second: M. Hyeler

c. March 2024

Motion: V. Malzone

Second: F. Bolandhemat

V. Chair's Business

a. None

VI. Discussion & Action Items

a. Canvas Central Update (M. Larcin)

M. Larcin presented the committee with the latest design updates for Canvas Central aimed at enhancing its seamlessness and organization. The changes are iterative and will evolve over time. During the discussion, the committee suggested ensuring that archived recordings from various workshops and events are appropriately categorized and accessible. Additionally, there was consensus on soliciting feedback from other faculty members regarding the new design. Special recognition was extended to C. Miller for her management of Canvas Central and her ongoing efforts in implementing updates over the years.

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

C. Miller presented the revised version of the DE Professional Development roadmap documents, which had been collaboratively developed by the marketing and web team in conjunction with the DE Team. Discussion ensued regarding several points of improvement. The committee recommended clarifying that the infographic catered to both online and on-ground Canvas users. Additionally, there was agreement on the importance of collaborating with department chairs and HR to ensure that the roadmaps are readily available to new faculty members. There were also suggestions on how to enhance the visual appeal and user experience of the roadmaps.

c. Recommendations for Improving Awareness of DE at SMC (J. Adams)

The committee brainstormed on suggestions and talking points for Vice President of Academic Affairs, Jason Beardsley, and Dean of Academic Affairs, Dr. Dione Carter Hodges, aimed at enhancing awareness of DE at SMC. The discussion was informed by insights from the previous meeting.

VII. Adjournment 2:01 p.m.

Next scheduled meeting: May 28, 2024, 12:45 p.m. – 2:00 p.m.