

Santa Monica College Distance Education Committee

Meeting Minutes

Date & Time: Tuesday, February 27, 2023, 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: 12:53 p.m.

II. Public Comments

a. None

III. Announcements

a. None

IV. Approval of Minutes

a. None

V. Chair's Business

a. Appreciation for Interim Chair

J. Adams expressed gratitude to Clare Battista for serving as interim chair during the fall of 2023.

b. Committee Membership and Voting Members

J. Adams discussed the current committee members and the need for an additional faculty member to maintain the 2:1 ratio of faculty to administrators. The interested party list will be reviewed, and efforts will be made to recruit a student representative.

c. Spring 2024 Meeting Dates and Plans

C. Miller sent out updated calendar invites, and fewer meetings are scheduled for this semester.

d. Online Teaching Winter Institute Recap

A. Eutsey provided a recap and survey feedback from the 2024 Online Teaching Winter Institute, which focused on Universal Design for Learning Principles and Accessibility. The consensus among participants was the desire for more hands-on workshops.

VI. Discussion & Action Items

a. Senate Executive Update

J. Adams reminded committee members to RSVP for Professional Development Day, March 12, 2024. Volunteers are needed to provide an overview of the committee for the new faculty on Friday, May 17th.

b. First Fridays

The EpiCenter plans to revamp First Fridays, but the committee can likely host a session if interested.

c. FERPA Requirements for Merged Classes – Feedback

It was suggested to host workshops on FERPA requirements, potentially during Professional Development Day. Attending department chair meetings was also suggested to relay information.

d. Mapping Professional Development for Teaching

J. Adams shared a roadmap of professional development as inspiration for online faculty. Suggestions were made to include a survey and videos to assess faculty knowledge. The EpiCenter is also working on a similar map.

VII. Adjournment 1:58 p.m.

Next scheduled meeting: March 26, 2024, 12:45 p.m. – 2:00 p.m.