

Santa Monica College Distance Education Committee

Meeting Minutes

Date & Time: Tuesday, November 14, 2023, 1:00-2:15 p.m.

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

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

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

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

* Absent

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

Motion to pull OTL Website Redesign from the Agenda: F. Battista

Second: V. Malzone

Approved

II. **Public Comments**

a. None

III. **Announcements**

a. T. Whitaker encouraged the committee and their colleagues to participate in the Faculty Studio Lab survey, which has been distributed to all online faculty members. The objective is to collect valuable feedback. The survey will remain open until 5:00 p.m. on November 29, 2023.

IV. **Approval of Minutes**

a. Approval of Minutes from October 31, 2023.

Motion: F. Bolandhemat

Second: C. Battista

2 abstentions. Approved.

V. Discussion & Action Items

a. Debrief on AI in your Syllabus (F. Bolandhemat, C. Gabler, V. Malzone)

The committee expressed satisfaction with the results of the Online Community Exchange, noting both the event's success and the constructive dialogue it fostered among faculty members. Additionally, commendation was extended to F. Bolandhemat for their leadership in facilitating the discussion.

b. OER Online: Report out on LibreText, ADAPT, H5P Workshop (C. Battista)

C. Battista provided an overview of the OER workshop, highlighting its dynamic features such as notification updates when a module is updated. The meeting also addressed discussions surrounding potential security issues related to assessments.

~~c. OTL Website Redesign (C. Battista)~~

Pulled per Agenda amendment.

d. Canvas Resource Documents for Chairs, Priorities for next meeting or semester (T. Whitaker).

The committee deliberated on the creation of a digital roadmap or rubric to assist department chairs in evaluating faculty preparedness for online teaching. It was proposed to seek collaboration with the New Faculty Committee on this matter. T. Whitaker recommended that the Distance Education Department should concentrate on compiling the extensive professional development opportunities into an infographic. This would be circulated among committee members for feedback prior to its release.

VI. Adjournment

Motion: C. Haynes

Second: F. Bolandhemat

Next scheduled meeting: Tuesday, November 28, 2023, from 1:00-2:15 p.m. In HSS 361.