

Santa Monica College Distance Education Committee

Meeting Minutes

Date & Time: Tuesday, October 22, 2024, 12:45-2:00 p.m.

Location: HSS 261 & [Zoom](#)

Chairs: Gary Huff (Chair), Tammara Whitaker (Vice-Chair)

Voting Members: Fariba Bolandhemat, Collin Ellis, Corinne Haynes, Sandra Hutchinson, Maral Hyeler, Paul Trautwein, and Olivia Vallejo

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

I. **Call to Order:** 12:46 p.m.

II. Public Comments

a. None

III. Announcements

a. Introductions

b. O. Valdivia invited the committee to attend the [AI in Innovation Summit](#)

IV. Approval of Minutes

a. May 2024

Motion: S. Hutchinson

Second: P. Trautwein

2 Abstentions

V. Chair's Business

a. T. Whitaker discussed upcoming Online Teaching Winter Institute and the focus on AI. She also asked for any presenters that may be interested in facilitating a session.

VI. Discussion & Action Items

a. Committee purpose and goals activity (G. Huff)

G. Huff reviewed the scope and functions of the OTL Committee and engaged in reframing activity to identify the most pressing emerging issues for faculty. The key topics identified were: 1) How to prepare

faculty to pivot quickly, 2) Faculty awareness of where to locate professional development opportunities, which led to the creation of the roadmap, 3) Concerns regarding AI and its impact on faculty.

b. Presenting DE Roadmap to Academic Senate (C. Miller & M. Larcin)

C. Miller presented the finalized professional development roadmaps, while M. Larcin shared an assessment tool that faculty can use to determine their appropriate level of expertise on the roadmap. The committee provided suggestions, and once these are incorporated, the revised roadmap will be sent to the Academic Senate for review.

c. AI Professional Development/ Winter Institute (G. Huff)

G. Huff discussed his involvement in the Senate Ad Hoc Committee for AI, which recently conducted a campus survey in the spring. They aim to gather more responses, so the survey will be distributed again this fall to better understand faculty experiences and needs regarding AI. G. Huff is also teaching EDUC 50: Teaching in the Age of AI this semester, in collaboration with Lynn Dickinson. Additionally, he shared [free professional development resources for AI](#) with the committee.

d. Follow-Up on Recommendations for Academic Affairs Approved May 2024 (G. Huff)

The committee reviewed the recommendations and discussed actionable steps. It was agreed that G. Huff would meet with the VP of Academic Affairs to discuss the recommendations further.

VII. **Adjournment** 1:45 p.m.

Motion: O. Vallejo

Second: F. Bolandhemat

Next scheduled meeting: Tuesday, November 5, 2024, 12:45pm - 2:00pm,
HSS 261

