Santa Monica College Online Teaching & Learning Committee

Meeting Minutes

Date & Time: Tuesday, November 5, 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:** 12:49 p.m.

II. **Public Comments**

   a. None

III. **Announcements**

   a. None

IV. **Approval of Minutes**

   a. October 2024

   Motion: F. Bolandhemat

   Second: O. Vallejo

V. **Chair's Business**

   a. G. Huff emphasized his commitment to ensuring that all voices on the committee are heard and that agenda items are collaborative, rather than directed by any one individual. He has reached out to the VP and Dean of Academic Affairs to follow up on the committee's recommendations and is awaiting a response to schedule a meeting.

VI. **Discussion & Action Items**

   a. Online Course Templates (M. Larcin)

M. Larcin presented a Canvas course template he created primarily for new faculty to use when assigned a course. He shared the template with the committee, who provided feedback, including suggestions to ensure the template includes disclaimers about accessibility guidelines, utilizes PopeTech, is optimized for the Canvas mobile app, and includes an informational video.

b. Committee Goals Discussion Continued, (G. Huff)

i. Support faculty in preparing for emergency modality changes

C. Ellis proposed developing a list of the top five essential actions faculty should take in case of an emergency requiring a rapid shift to remote instruction. C. Ellis will begin drafting this list for the committee to review at the next meeting.

ii. Increase awareness of OTL Professional Development

In addition to the roadmap, S. Hutchinson suggested ensuring resources are appropriately cross-linked to Canvas Central on the website. O. Vallejo recommended presenting the information in smaller, more digestible segments, such as in the EpiCenter newsletter, to avoid overwhelming readers.

iii. Explore ways to support faculty with AI's impact on teaching and learning

An upcoming grant focused on AI professional development will soon be available to support faculty. The committee also discussed the challenges of creating policies for AI, given its rapid and constant evolution. The conversation highlighted the need to address student access to AI tools that may require paid subscriptions, as free versions aren't as good. Additionally, ensuring faculty have access to subscriptions for AI tools was discussed.

VII. **Adjournment** 2:00 p.m.

Motion: O. Vallejo
Second: F. Bolandhemat

Next scheduled meeting: Tuesday, November 19, 2024, 12:45pm 2:00pm, HSS 261