

Santa Monica College Distance Education Committee

Meeting Minutes

Date & Time: Tuesday, December 3, 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: 12:47 p.m.

II. Public Comments

a. None

III. Announcements

a. O. Valdivia requested that the committee investigate a recent meeting held by Admissions and Records regarding the protocol for student drops and withdrawals. It appears the advice provided during the meeting may conflict with the substantive participation requirements that online faculty enforce to keep students enrolled in their classes.

IV. Approval of Minutes

a. November 5, 2024

Motion: F. Bolandhemat

Second: P. Trautwein

Approved, 1 Abstention

V. Chair's Report

a. Los Angeles Regional Consortium AI in LA Innovation Summit

G. Huff and O. Valdivia shared highlights from the summit, which featured various sessions and had an attendance of 365 faculty members from across the region. They noted that numerous upcoming events and training opportunities related to AI are planned for the near future. [LARC AI Summit Micro Resource Site](#)

b. Spring Meeting Dates (2/25, 3/11, 3/25, 4/22, 5/13, 5/27)

VI. Discussion & Action Items

a. Emergency Preparedness for Online Conversion & Protocol for Emergency (C. Ellis

The committee reviewed and revised the draft of the Top 5 Tips for on-ground faculty transitioning to online classes. Work on the document will resume at the next meeting in the spring.

VII. Adjournment 1:48 p.m.

Motion: M. Hyeler

Second: C. Ellis

Approved

Next scheduled meeting: Tuesday, February 25, 2025, 12:45pm 2:00pm, HSS 261