

# Santa Monica College Online Teaching & Learning Committee

---

## Meeting Agenda

**Date & Time:** Tuesday, December 3, 2024, 12:45pm - 2:00pm

**Location:** HSS 261 & [Zoom](#)

**Chairs:** Gary Huff (Chair), Tamara 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

### II. Public Comments

### III. Announcements

### IV. Approval of Minutes from November 5, 2024

### V. Chair's Reports

- a. Los Angeles Regional Consortium AI in LA Innovation Summit
- 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  
Online Conversion drafts, Collin Ellis

### VII. Adjournment

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