Santa Monica College Online Teaching & Learning Committee

Meeting Agenda

Date & Time: Tuesday, February 25, 2025, 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 Vanessa Malzone.

Interested Parties: Willis Barton, Ashley Eutsey, Matt Larcin, Christine Miller, and Odemaris Valdivia.

I.   Call to Order

II.   Public Comments

III.   Announcements

IV.   Approval of Minutes from December 3, 2024

V.   Chair's Reports

VI.   Discussion & Action Items

    a. Winter Online Teaching Institute Recap, Ashley Eutsey

    b. DE Lab Soft Launch, Matt Larcin

    c. Exploring Proctoring Services

       i. Are there services other than Proctor and Honorlock to consider?

    d. Identifying any new DE issues for future agendas

    e. Next Steps: Emergency Preparedness for Online Conversion & Protocol for Emergency Online Conversion documents

VII.   Adjournment

Next scheduled meeting: Tuesday, March 11, 2025, 12:45pm - 2:00pm, HSS 261