Santa Monica College Online Teaching and Learning Committee

Meeting Minutes

Date & Time: Tuesday, February 25, 2025, 12:45-2:00 p.m.

Location: HSS 261 & Zoom

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

Voting Members: Fariba Bolandhemat, Collin Ellis, Sandra Hutchinson, Maral Hyeler, Paul Trautwein, and Vanessa Malzone (excused absence: Corinne Haynes)

Interested Parties: Willis Barton, Dana Del George, Ashley Eutsey, Matt Larcin, Christine Miller, and Odemaris Valdivia

I. Call to Order: 1:02 p.m.

II. Public Comments

None

III. Announcements

None

IV. Approval of Minutes from 12/03/24

Motion: C. Ellis

Second: F. Bolandhemat

Approved, 1 abstention

V. Chair's Report

a. Currently accepting applications for the Spring/Summer Cohort of Peer Online Course Review (POCR). Committee members are encouraged to share this with their colleagues.

b. Reviewed the email from Academic Affairs detailing fraudulent students in online enrollment, over 2000 seats identified and dropped the week before the start of the spring semester. This impacted legitimate enrollments for Spring. -discussion followed & G. Huff will bring this to the attention of the Academic Senate.

VI. Discussion & Action Items

a. Winter Online Teaching Institute Recap

> A. Eutsey shared that the event was well received with positive survey feedback from participants.

b. DE Lab Soft Launch

> M. Larcin shared that the news of the DE Lab was enthusiastically received by Department CHAIRS.

> S. Hutchinson inquired about faculty access to Camtasia tools for all faculty. Following a brief discussion, it was identified that Camtasia and Premier Rush training should be made available for faculty.

c. Exploring Proctoring Services - Are there services other than Proctorio and Honorlock to consider? No other services were identified by the committee for discussion at this time.

> S. Hutchinson noted Proctorio's availability for use on computer and not mobile devices is a pain point.

> Discussion around AI detectors within proctoring services. Is this a value add and a reason for allowing non-STEM faculty to consider (G Huff, C. Ellis & S. Hutchinson)? G. Huff inquired on possible pushback.

> S Hutchinson anticipates more disciplines might want to be included beyond STEM. C. Ellis stressed that an added value of the service is less paper for in person tests.

d. Identifying any new DE issues for future agendas – OTL and AI depending on what G Huff learns in AS.

> F. Bolandhemat inquired about being able to make programming changes within Canvas. It was shared that even though some colleges do have a Programmer specific to changes in Canvas, that is still probably limited in scope and not available at SMC.

> D. Del George suggested time management skills or lack thereof because of use of AI

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

> G. Huff shared a parallel effort from CSULA that was favorably received by the committee. A working draft based on the CSULA template, incorporating language from the draft originally shared by C. Ellis will be shared at the next meeting for review and feedback.

VII. Adjournment 2:01 p.m.

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